

BEHIND-THE-SCENES BUSINESS AUDIT

Before you add another person, platform, or process—find the friction.

Check each statement that is consistently true in your business today. Don't score the business you intend to have—score the one you're actually operating.

CEO CAPACITY

- ☐ My calendar reflects my actual priorities.
- ☐ I am not the default solution every time something gets stuck.
- ☐ I regularly delegate work that does not require me.

CLIENT EXPERIENCE

- ☐ Clients know what happens next.
- ☐ Client follow-ups happen consistently.
- ☐ Onboarding and offboarding follow a repeatable process.

SYSTEMS + OPERATIONS

- ☐ I can quickly see the status of active projects.
- ☐ Our tools work together instead of creating duplicate work.
- ☐ Recurring tasks have clear owners.

TEAM + DELEGATION

- ☐ My team knows who owns what.
- ☐ Delegated work has clear deadlines and follow-up.
- ☐ Important work does not live only in my head.

DOCUMENTATION + AUTOMATION

- ☐ Our recurring processes are documented.
- ☐ We automate repetitive work where appropriate.
- ☐ Someone else could follow our core processes without me explaining every step.

READ YOUR RESULTS

MOSTLY CHECKED — Your foundation is strong. Look for opportunities to optimize and reduce unnecessary CEO involvement.

ABOUT HALF — The business is functioning, but operational gaps are creating unnecessary friction.

MOSTLY UNCHECKED — The business may be relying heavily on you to compensate for missing systems, ownership, or processes.

**A checklist can show you the symptoms.
The CEO Audit helps diagnose what's creating them.**

BEGIN WITH THE CEO AUDIT



Suite Maverick LLC
Executive Operations Partnership

Your business doesn't need more busy.
It needs better operations.