



Operations Efficiency Scorecard

Scoring: 0–3

- **0** = Broken / nonexistent
- **1** = Manual, inconsistent
- **2** = Mostly working
- **3** = Efficient, reliable, scalable

❖ Solopreneur Operations Efficiency Scorecard

(Efficiency = simplicity, leverage, and energy protection)

1. Time Leverage (Max 12)

Item	Score
High-impact tasks prioritized	<input type="checkbox"/>
Low-value work minimized	<input type="checkbox"/>
Admin time under control	<input type="checkbox"/>
Calendar reflects priorities	<input type="checkbox"/>
Subtotal: ____ / 12	

2. Process Simplicity (Max 12)

Item	Score
Repeatable workflows defined	<input type="checkbox"/>
Clear client onboarding	<input type="checkbox"/>
Delivery process consistent	<input type="checkbox"/>
Offboarding handled cleanly	<input type="checkbox"/>
Subtotal: ____ / 12	



3. Automation & Tools (Max 12)

Item	Score
Invoicing automated	<input type="checkbox"/>
Scheduling automated	<input type="checkbox"/>
Follow-ups automated	<input type="checkbox"/>
Tools reduce mental load	<input type="checkbox"/>
Subtotal: ____ / 12	

4. Revenue Efficiency (Max 12)

Item	Score
Revenue not tied only to hours	<input type="checkbox"/>
Pricing reflects effort	<input type="checkbox"/>
Scope creep controlled	<input type="checkbox"/>
Payment delays rare	<input type="checkbox"/>
Subtotal: ____ / 12	

5. Personal Sustainability (Max 12)

Item	Score
Workload sustainable	<input type="checkbox"/>
Time off possible	<input type="checkbox"/>
Backup plans exist	<input type="checkbox"/>
Stress manageable	<input type="checkbox"/>
Subtotal: ____ / 12	

Solopreneur Ops Efficiency Score: ____ / 60



How to Use the Scorecard

- Review **quarterly** (monthly for startups)
- Fix the **lowest-scoring category first**
- Aim for **2s before chasing 3s**
- Track trend over time, not perfection

Score Interpretation

- **48–60:** Highly efficient
 - **36–47:** Functional but improvable
 - **24–35:** Inefficiencies hurting growth
 - **<24:** Operations are a bottleneck
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