

LETTING GO READINESS SCORECARD

A self-assessment tool for owners preparing to release control and transition leadership

Instructions: Rate each statement from **1 to 5** **1 = Strongly Disagree** **5 = Strongly Agree**

EMOTIONAL READINESS

Statement	Rating (1–5)
I trust my successor to lead with integrity	
I’ve accepted that the business will evolve without me	
I’m emotionally ready to stop being the daily decision-maker	
I’ve discussed my fears and expectations openly	
I feel proud of what I’ve built and ready to release control	

Subtotal (Emotional Readiness): _____ / 25

OPERATIONAL READINESS

Statement	Rating (1–5)
Systems and SOPs are documented and accessible	
The business can run without my daily involvement	
Internal controls prevent dependency on any one person	
My successor has been trained on key workflows	
The team understands the transition plan	

Subtotal (Operational Readiness): _____ / 25

STRATEGIC READINESS

Statement	Rating (1–5)
I’ve defined my post-transition role clearly	
I’ve communicated the transition timeline to stakeholders	
I’ve documented my legacy principles and values	
I’ve created a plan for successor decision-making authority	
I’ve identified what “success after me” looks like	

Subtotal (Strategic Readiness): _____ / 25

OVERALL SCORE

Total Score: _____ / 75

- **60–75:** You're well-prepared to let go with confidence
- **40–59:** Some areas need attention — review your lowest scores
- **Below 40:** High emotional or operational risk — consider delaying transition or seeking support

NEXT STEPS

Top 3 Areas to Strengthen Before Transition

- 1.
- 2.
- 3.

Target Transition Date: _____

Owner's Role After Transition: _____