

AUDIT CURRENT SYSTEMS

Are they still the best fit for your business?

IDENTIFY BOTTLENECKS

Where do projects get stuck or slow down?

LOOK FOR AUTOMATION OPPORTUNITIES

Can you save time with tech or templates?

BUSINESS SYSTEMS REVIEW

GATHER TEAM FEEDBACK

What's working well, what frustrates them?

UPDATE SOPS

Keep Standard Operating Procedures clear and current.

ALIGN SYSTEMS WITH NEXT YEAR'S GOALS

Make sure they support growth, not block it.