

O P E R A T O R G U I D E

The 30-Day Systems Audit: What to Check First

A systems audit is a short look at how the work actually gets done. It shows where the business still runs through you and what to build first. Thirty days is long enough to see the real work and short enough to stay focused.

01 What to check

- ☐ The processes that stop when you are not available.
- ☐ The numbers the team looks at every week.
- ☐ The tools the work actually lives in.
- ☐ The owners of each core process.
- ☐ The exceptions that only you know how to fix.

02 How to run it

Spend the first week watching the work. Write down what stops when you are not there. Spend the second week naming the owners and the tools. Spend the third week writing the processes that are missing. Spend the fourth week deciding what to build first. Keep it to one page per process.

03 What you should have at the end

A list of the processes that still run through you. The owners. The tools. The first three things to build. A clear next step. If you do not have those, the audit is not finished.

If the only person who can explain how the work gets done is you, the audit has found the starting point.

04 What to do next

Pick one process that stops when you are not available. Write it down. Name the owner. That is the start of the audit. Then move to the next one.