

## Business Efficiency Checklist

A simple checklist for business owners who want to reduce waste, improve flow, and get more value from their existing tools and team.

### Systems and tools

- Team devices start up quickly and run reliably enough for daily work
- Files sync properly across the business, without staff redoing work because of version issues.
- The business is not paying for software that people barely use
- Core systems are integrated well enough that staff do not need to keep copying information between platforms.
- Common delays, such as approvals, updates, and follow-ups, have been identified and reviewed for automation.

### Team workflow

- Staff know which tools to use for which tasks, instead of switching between too many systems.
- Repetitive admin work has been reduced wherever possible.
- Teams spend more time on meaningful work than on fixing avoidable issues.
- Password resets, scheduling, and basic repetitive requests are not taking up unnecessary time each week.

### Productivity vs efficiency

- Success is measured by outcomes, not just by how busy the team looks.
- The business reviews how work gets done, not just how much work gets done.
- Managers can clearly spot where time, effort, or money is being wasted.
- Growth plans include improving efficiency before buying more tools or adding more pressure to the team.

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## Human element

- Technology is helping people do better work, not creating more friction in their day.
- Automation is being used to remove noise, not to remove the value of people.
- Team members have more space for judgement, service, and relationship-building because repetitive tasks are reduced.

## Review question

If several boxes are still unchecked, the issue may not be a productivity problem. It may be an efficiency problem hiding inside daily operations.