



[> FREE_CHECKLIST](#)

The Automation Readiness Checklist

Ten questions. Five minutes. One honest answer:
is your business ready for a work system?

Check Every Box That Is True

☐ 01 I do at least one task the exact same way three or more times per week.

☐ 02 Leads or customer inquiries sometimes wait more than a few hours for a reply.

☐ 03 I copy and paste information between two or more programs.

☐ 04 Follow-up happens only if I personally remember to do it.

☐ 05 Work slows down or stops when I take a day off.

☐ 06 Invoices, reminders, or confirmations are sent by hand.

☐ 07 I could not say, in numbers, how many hours per week go to admin work.

☐ 08 At least one routine task exists only in my head — nothing written down.

☐ 09 I have missed an opportunity because something fell through the cracks.

☐ 10 I have thought “there has to be a better way to do this” in the last 30 days.

My score: _____ / 10 boxes checked

Read Your Result

0–3 Running tight.

Your operations are unusually disciplined — or unusually small. Automation is not urgent. Bookmark this checklist and re-run it the next time growth makes things creak.

4–6 Leaking time and money.

You are in the busiest zone: enough manual work to hurt, not enough chaos to force a fix. This is exactly where one well-chosen work system pays for itself fastest — usually inside 60 days.

7–10 Your business runs on your memory.

Every checked box is a place where work waits for you. The good news: businesses that score here see the most dramatic results, because the first work system removes the biggest bottleneck — you.

Scored 4 or higher? Do the math next.

Download the free SCAN™ Audit Template to find out exactly what those checked boxes cost per year — or book a free 30-minute discovery call and we will run the

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