BUSINESS CHECK · 5 MINUTES

# How much does your business depend on you?

A quick check to spot where decisions, information and day-to-day work may be relying too heavily on you, and where a little more structure could make things easier.

Most business owners expect to be involved. The question is whether the business can keep moving when you're not involved in every decision, question or problem.

> **Use this quick check** to see where your business may be relying on you more than it needs to. For each statement, tick **Usually**, **Sometimes** or **Rarely**.

| STATEMENT | USUALLY | SOMETIMES | RARELY |
|---|---|---|---|
| **DECISIONS** | | | |
| Most day-to-day decisions can be made without me. | ☐ | ☐ | ☐ |
| My team knows what they can decide and what needs my approval. | ☐ | ☐ | ☐ |
| I am not the automatic escalation point for every problem. | ☐ | ☐ | ☐ |
| **PROCESSES** | | | |
| The important ways we work are clear and repeatable. | ☐ | ☐ | ☐ |
| People don't need to ask me how routine tasks should be done. | ☐ | ☐ | ☐ |
| Work is generally done consistently, regardless of who does it. | ☐ | ☐ | ☐ |
| **INFORMATION** | | | |
| Important business information is stored somewhere others can access it. | ☐ | ☐ | ☐ |

| STATEMENT | USUALLY | SOMETIMES | RARELY |
|---|---|---|---|
| Key customer, supplier or operational knowledge doesn't live only in my head. | ☐ | ☐ | ☐ |
| Someone else could find what they need if I were unavailable. | ☐ | ☐ | ☐ |
| **PEOPLE & RESPONSIBILITIES** | | | |
| People understand what they are responsible for. | ☐ | ☐ | ☐ |
| Work can continue when someone is away. | ☐ | ☐ | ☐ |
| I am not regularly stepping in because ownership of a task is unclear. | ☐ | ☐ | ☐ |
| **MY TIME** | | | |
| I spend more time moving the business forward than putting out fires. | ☐ | ☐ | ☐ |
| I can step away without constantly checking in. | ☐ | ☐ | ☐ |
| My time is focused on work that genuinely requires me. | ☐ | ☐ | ☐ |

## YOUR RESULT

**What did you notice?** There is no score to add up. Look at the pattern of your answers instead.

**Mostly Usually**
You likely have a good amount of structure in place. Look at any "Sometimes" or "Rarely" answers for opportunities to make the business even easier to run.

**A mix of Usually and Sometimes**
Some parts of the business are working independently, while others may still rely heavily on you. Look for repeated themes: decisions, processes, information, people or your time.

**Several Rarely answers**
This doesn't mean you need to overhaul your business. Start with the areas creating the most interruptions, delays or dependency and work from there.

**PICK YOUR TOP 3**

What are the three things that come back to you most often?

1. _____

2. _____

3. _____

For each one, ask: does this need a clearer decision? A process? Better documentation? Clearer ownership? Or something else?

Your business will always need you. It just shouldn't need you for everything.

## Let's talk about your business

If this check highlighted an area you'd like to change, TMA can help you figure out what's behind it and put practical solutions in place.

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