



# TIPS FOR AN Operations Checkup

## 1 Re-examine your reason for Why?

Remembering the reason we need your business can reenergize your staff.



## 2 Review your metrics

Hiding the numbers under the bed won't improve them.



## 3 Locate the bottleneck

Find out what is slowing your operation down.



## 4 Go directly to the customer

In some cases, just ask your best customers what they need from you.



## 5 Complete your employee reviews

Few things can bog down an operation like an unmotivated staff. Clear the deck of all outstanding reviews.



## 6 Create/Update your dashboard

Get your key indicators front and center. Already have a dashboard? Make sure it is still showing the most relevant data.



## 7 Refresh the manual

When that key employee is out, will everyone know what to do,



## 8 Ready for next client?

Everyone dreams of landing that next big client, but is your business able to service them properly?

