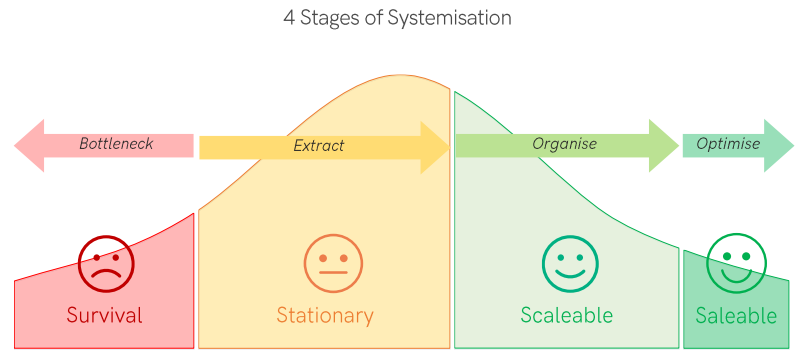


Which Stage Are Your Systems In?

Use this worksheet to identify which stage of systemisation your business is currently in. It's designed to help you assess where your systems are now and pinpoint the next steps to get where you want to be.



- 1 Look at the chart above and review the signs of each stage. Tick the ones that sound like your business. Then, reflect on where you are and what you'd like to improve.

Stage

Suggested Focus

SURVIVAL

- ☐ Everything depends on me.
- ☐ Team waits for my direction.
- ☐ Nothing is documented.
- ☐ I'm constantly putting out fires.

The goal here is to **create space and visibility**. You can't systemise what you can't see. Start by stepping back from the chaos to **see** the patterns.

STATIONARY

- ☐ We're stuck and I don't know why.
- ☐ Tasks are duplicated or missed.
- ☐ Some systems exist but are inconsistent.
- ☐ The team works in silos.

The shift here is from **person-dependence** to **process-dependence**. That's how you unlock the next level. Begin extracting what you and your team know and where the gaps are. Start building shared templates, guides or checklists.

SCALEABLE

- ☐ We have systems...but they're not working together.
- ☐ We store processes in multiple locations.
- ☐ It's hard to onboard or train new people.
- ☐ We're busy but inefficient.

The shift here is from **"we have systems"** to **"we run on systems."** Move from scattered to streamlined. Centralise your systems in one easy-to-access location. Start linking systems to roles and make it part of how you manage performance.

SALEABLE

- ☐ The business runs — with or without me.
- ☐ We regularly review and improve processes.
- ☐ Systems are tied to outcomes.
- ☐ The team owns and champions key systems.

The shift here is from **"systems help us operate"** to **"systems help us grow."** Refine and optimise. Link your systems to measurable outcomes (so you know what's working).

2 Your Key Insight

What stood out to you about your stage?

What's one change you could focus on this week?

For more support, contact Greg Gunther at Your Business Momentum.

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**YOUR BUSINESS
MOMENTUM** 
Results, not recommendations

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