

OPERATIONS BOTTLENECK FINDER

Find the hidden inefficiencies costing you time, money, and momentum.



1. SELF-ASSESSMENT CHECKLIST

Check all that apply:

- ☐ 1. I answer team questions daily that should be self-service
- ☐ 2. I still use spreadsheets to track projects or clients
- ☐ 3. My team isn't sure who owns what
- ☐ 4. We miss deadlines due to unclear priorities
- ☐ 5. Our tools don't talk to each other
- ☐ 6. We rely on me to "remember everything"
- ☐ 7. We're doing the same task 3+ times with different tools



2. BOTTLENECK DIAGNOSIS

Bottleneck Type	Signs You Have It	First Fix
Decision Bottlenecks	All approvals wait on you	Create a role-based approval map
Tool Chaos	Work is spread across 5+ apps	Consolidate & integrate tools
Visibility Gaps	No dashboard / real-time project updates	Set up project dashboards
Communication Loops	Endless check-ins and “Did you do it yet?”	Use automated status updates
Ownership Confusion	Missed tasks or duplicated work	Clarify roles and outcomes

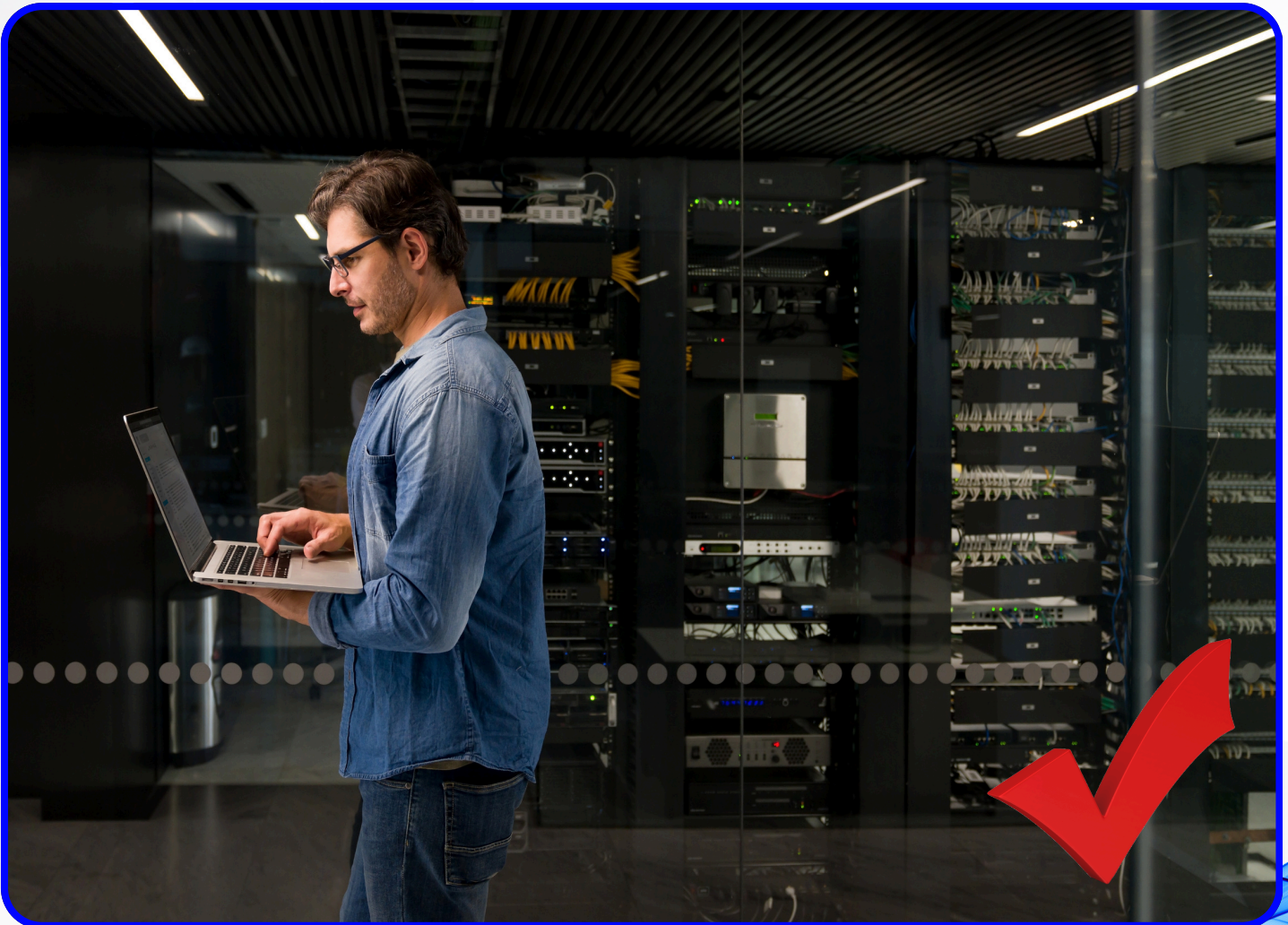


3. FIX TRACKER

- Pick your top 2 bottlenecks.

- Assign 1 owner and deadline for each fix.

- Track your time savings over the next month!



SCAN HERE



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