

The Pre-Exit Flight Plan

A Strategic Readiness Worksheet for Business Owners

Purpose:

This document helps you evaluate how prepared your business and personal finances are **before** an exit becomes necessary or attractive. Most owners don't choose the timing of their exit; health, burnout, partners, or markets do. This worksheet is designed to help you regain **control, leverage, and optionality**.

SECTION 1: BUSINESS SNAPSHOT

(Fill in the current state, not where you want it to be.)

Business Name:

Industry:

Years in Business:

Ownership Structure: Solo Partners Family

Primary Revenue Model:

Annual Revenue (last 12 months):

Net Profit (approx.):

If you stepped away for 90 days, the business would:

- Run smoothly
- Struggle but survive
- Break down

SECTION 2: EXIT READINESS REALITY CHECK

Rate each area from **1 (Not Ready)** to **5 (Fully Ready)**

Area	1	2	3	4	5
Owner dependency	<input type="checkbox"/>				
Documented systems & processes	<input type="checkbox"/>				

Predictable revenue	<input type="checkbox"/>				
Leadership beyond the owner	<input type="checkbox"/>				
Clean financial reporting	<input type="checkbox"/>				

Biggest vulnerability I see right now:

SECTION 3: FINANCIAL & CASH FLOW CLARITY

Check all that apply:

- Personal and business finances are clearly separated
- Financial statements are clean and up to date
- I understand normalized earnings
- Cash flow is predictable month-to-month
- I could explain my financials confidently to a buyer

Where financial confusion exists:

SECTION 4: TAX & STRUCTURE STRESS TEST

Answer honestly, uncertainty = risk

- I know how a business sale would be taxed today
- My entity structure supports long-term value
- I've planned beyond annual tax savings
- I've modeled multiple exit scenarios

Estimated tax exposure if I exited today:

- Low
- Moderate

- High
- Unknown

Questions or concerns about taxes:

SECTION 5: PERSONAL READINESS CHECK

Your exit must support your life, not disrupt it.

- I know how much income I'd need post-exit
- My lifestyle is not fully dependent on business income
- I have addressed health and insurance risks
- I have clarity on "what's next" after the business

If the business existed suddenly, what would break first?

SECTION 6: OPTIONALITY SCORECARD

Rate your ability to execute each option today (1–10)

Exit Option	Score
Sell outright	
Partial liquidity	
Internal succession	
Family transition	
Continue + extract cash	

Observation:

SECTION 7: PRE-EXIT READINESS SUMMARY

Top 3 Strengths:

- 1.
- 2.
- 3.

Top 3 Risks:

- 1.
- 2.
- 3.

Biggest Missed Opportunity Right Now:

SECTION 8: 12-MONTH PRE-EXIT PRIORITIES

Focus on leverage, not perfection.

Priority #1:

Priority #2:

Priority #3:

What happens if these are ignored?

FINAL PROMPT

The best exits aren't rushed. They're prepared.

If this worksheet raised questions or exposed blind spots, that's intentional.
Preparation creates **options**, and options create **power**.