

The BUSINESS CLUES

CHECK-IN



A simple check-in to spot what's creating unnecessary friction behind the scenes.

Your business is giving you information all the time.
The task that always gets pushed to the last minute.
The process that somehow takes more steps than it should.
The thing you have to keep reminding yourself to do.
The part of your week that consistently feels heavier than everything else.

Those little frustrations aren't necessarily signs that something is wrong.

They're clues.

Use this quick check-in to notice what keeps repeating and where one small change might create a little more ease.



1 WHAT KEEPS GETTING DELAYED?

What task, decision, or project repeatedly gets pushed until the last minute?



2 WHAT KEEPS GETTING COMPLICATED?

Where do you find yourself doing extra steps, explaining something more than once, searching for information, or following up unnecessarily?



3 WHAT KEEPS DRAINING YOU?

What task or responsibility makes you sigh when you see it on your list?



4 WHAT KEEPS DEPENDING ON YOU?

What only happens because you personally remember to start it, check on it, follow up, or finish it?

Follow the Clue



Look back at what you wrote and choose one pattern that stands out.

You don't need to fix everything.
We're just looking for **one place** where a little refinement could make things lighter.



THE PATTERN I NOTICED:



I THINK THIS KEEPS HAPPENING BECAUSE:



ONE SMALL CHANGE THAT COULD MAKE THIS LIGHTER:

WHAT IS THIS CLUE ASKING FOR?

- ☐ **SIMPLIFY IT** — There are unnecessary steps I can remove.
- ☐ **SYSTEMIZE IT** — I need a clearer, repeatable way to handle it.
- ☐ **DELEGATE IT** — This doesn't necessarily need to be done by me.
- ☐ **STOP DOING IT** — This may no longer be necessary or useful.
- ☐ **SOMETHING ELSE:** _____



ONE SMALL NEXT STEP

What is one thing you can do this week to begin making this part of your business feel a little lighter?



You don't have to overhaul your business to make it work better. Sometimes one small refinement in the right place can remove a surprising amount of friction.

NEED ANOTHER SET OF EYES BEHIND THE SCENES?

Sometimes the hardest part isn't fixing the problem. It's recognizing the pattern clearly enough to know what needs to change.

If you'd like support simplifying your systems, streamlining your workflows, or taking some of the behind-the-scenes work off your plate, let's talk.



Stephanie's Magic

BEHIND THE SCENES



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