



• FREE CHECKLIST

Does your business have *operational chaos*?

20 quick self-assessment questions — before you hire more people, buy another tool, or work longer hours. Check the ones that sound like your everyday reality.

1 DEPENDENCY ON YOU

- ☐ Your team waits for your approval even on small, everyday decisions.
- ☐ When you go on vacation, they still call you about operational issues.
- ☐ If you stopped working tomorrow, the team wouldn't know how to carry on.
- ☐ You're the only one who truly knows "how it's done" for most processes.

2 PROCESSES & DOCUMENTATION

- ☐ Processes exist, but people don't follow them consistently.
- ☐ New team members learn by word of mouth, not from a clear document.
- ☐ The same problem gets solved over and over instead of having a fixed solution.
- ☐ There's no single place where all processes are written down and kept current.

3 TEAM & DECISION-MAKING

- ☐ It's not always clear who owns what.
- ☐ Decisions get delayed because a task has no clear "owner".
- ☐ Meetings repeat themselves, and conclusions rarely turn into concrete steps.
- ☐ Feedback rarely leads to an actual change in how things are done.

4 TOOLS & SYSTEMS

- ☐ Data is scattered across emails, chat messages, and spreadsheets.
- ☐ You use several tools that do the same thing but don't fit together.
- ☐ You don't have a clear view of what's being worked on and where it stands.
- ☐ Rolling out a new tool is almost always chaotic and slow.

5 GROWTH

- ☐ Every new client or hire reintroduces chaos.
- ☐ You don't know exactly what's driving results and what's just eating up time.
- ☐ Growing the business means you're more involved, not less.
- ☐ You have no clear overview of operations without personally checking everything.

Processes exist.

Tools exist.

But people don't use them consistently.

HOW TO READ YOUR SCORE

0–4

Solid foundation. Focus on the points you checked, one at a time.

5–10

Chaos is present, but manageable. Time to tackle it systematically.

11+

Growth is costing more energy than it should. A system — not more work — is the next step.

Next step

If you checked 5 or more points, a 45-minute consultation (€50) is a good next step. We'll go through your situation and I'll tell you honestly whether and how Kanc Pro Systems can help.

[Book a call →](#)

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