



FREE RESOURCE · 2 MINUTES

Where is your team losing time every week?

Twelve questions to find the repeated admin, approval delays, duplicated data entry, unclear ownership — and the workflow that would benefit most if it improved this month. Tick every question where the honest answer is “yes”.

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| ☐ | 01 Which task does your team repeat most often — and is it done by hand? | REPEATED ADMIN |
| ☐ | 02 Is the same information entered into more than one tool or spreadsheet? | DUPLICATE DATA ENTRY |
| ☐ | 03 Which approval needs the most reminders before it happens? | APPROVAL DELAYS |
| ☐ | 04 Is at least one regular report assembled manually from several sources? | MANUAL REPORTING |
| ☐ | 05 Does work regularly wait for missing information, access or a decision? | WAITING |
| ☐ | 06 Does a routine process still depend on the founder to move forward? | FOUNDER BOTTLENECK |
| ☐ | 07 Is there a customer or client request that is easy to lose between email, WhatsApp and spreadsheets? | LOST REQUESTS |
| ☐ | 08 Do two of your tools do overlapping jobs? | OVERLAPPING TOOLS |
| ☐ | 09 Which hand-off — sales to delivery, delivery to finance — causes the most rework? | HAND-OFF REWORK |
| ☐ | 10 Is your team doing something a system could do — sending reminders, copying data, chasing status? | SYSTEM-ABLE WORK |
| ☐ | 11 Have you bought a tool that the team then worked around? | UNUSED TOOLS |
| ☐ | 12 Can you name the one workflow that would help most if it improved this month? | READY TO FIX |

YOUR RESULT

0–3 ticks: light friction — one workflow worth fixing, usually without new tools.

4–7 ticks: a weekly tax on the team — the range the Workflow Waste Audit was designed for.

8–12 ticks: real capacity is going into moving work around — start with three workflows.