



THE SUMMER OPERATIONS AUDIT

Plug the Leaks & Get Your Time Back



RUN THROUGH THESE DIAGNOSTIC QUESTIONS. IF YOU CHECK "NO" TO ANY OF THEM, YOU'VE FOUND A LEAK IN YOUR BUSINESS PLANS THAT IS STEALING YOUR WEEKEND FREEDOM.

PILLAR ONE

1

HARD BOUNDARIES

Do I have hard boundaries for logging off? (e.g., Laptops closed by 5 PM on Friday, notifications muted, no "just quickly checking" emails over the weekend).

2

TIME-BLOCKING

Am I time-blocking my revenue-generating tasks first? Or am I letting the daily blur of small, reactive fires dictate my entire week?

3

RESET DAY

Do I have a designated "Reset Day" or block of time? A deliberate space on the calendar to look ahead, anchor my priorities, and map out the coming week so I don't start Monday in chaos.

PILLAR TWO

4

TASK DELEGATION

Is my onboarding and task delegation crystal clear? Do my team members (or contractors) know exactly what they own, or am I constantly stepping in to hand-hold or fix mistakes?

5

PROFESSIONAL OUTREACH

Am I holding my business to a professional outreach framework? Are our pitches and real-world communications systemized, or are we just "winging it" and letting ideas drift off into the sunset?

6

TOOLS

Does my team have the tools they need to operate without me? If I completely unplug for 48 hours, does the backend keep running smoothly, or does everything stall until I log back in?

WARNING: WORKING WITH ME MAY RESULT IN SPONTANEOUS STRUTTING AND INCREASED CONFIDENCE.





PILLAR THREE

7

CONTENT BATCH

Is my content batch-produced and scheduled ahead of time? Am I writing posts dynamically on the day they need to go live, or is my pipeline filled a week or more in advance?

8

VISUAL BRAND

Does my visual brand match my operational excellence? Is my aesthetic clean, consistent, and reflective of my true value, rather than looking thrown together at the last minute?

9

REPURPOSING

Am I repurposing my core messages? Am I taking long-form pieces (like deeply felt blog posts or client wins) and breaking them down into quick, punchy Meta captions, or am I reinventing the wheel every single week?

WHERE IS YOUR LEAK?

1

Mostly "No" in Pillar 1: Your schedule owns you. You need a firmer framework for your time.

2

Mostly "No" in Pillar 2: Your foundation is messy. You need better systems and clearer accountability standard operating procedures (SOPs)

3

Mostly "No" in Pillar 3: Your visibility is draining your energy. You need a content layout that works in the wings while you live your life.

READY TO PATCH THE LEAKS?

LET'S STOP LETTING YOUR GREAT BUSINESS IDEAS DRIFT.

LET'S BUILD A REALISTIC, ROCK-SOLID FOUNDATION INSTEAD.

HEAD OVER TO [ASWINGASWAY.COM](https://www.aswingasway.com) TO GRAB MORE RESOURCES

OR BOOK YOUR BUSINESS STRATEGY CALL.

