CEO
Systems
Audit Checklist

CEO Systems Audit Checklist

Use this checklist to evaluate how supported your business is by structure—not just effort. Each section corresponds to the 3 core systems you learned in the Productive Boss Workshop: The Command Center, The Engine Room, and The Launch Pad. Check the boxes to assess your current setup and identify gaps.

COMMAND CENTER

☐ I have a clearly defined long-term vision for my business.

☐ I have devised a focused strategy to achieved my vision.

☐ I set quarterly goals that align with that vision.

☐ I have a Brand Compass that includes:

  ☐ My Ideal Customer Avatar

  ☐ My Unique IP or Framework

  ☐ My Brand Voice + Copy Bank

  ☐ My Brand Visuals and Creative Assets

ENGINE ROOM

☐ I have a documented content/marketing system (Attract).

☐ I have a sales process (Convert) that includes follow-up workflows.

☐ I have a delivery system or client experience mapped out (Deliver).

☐ I have SOPs or documentation for recurring business processes.

☐ I track my finances (income, expenses, profitability).

☐ I have routines or tools in place for managing cash flow.

☐ I have basic team systems (onboarding, communication, directories).
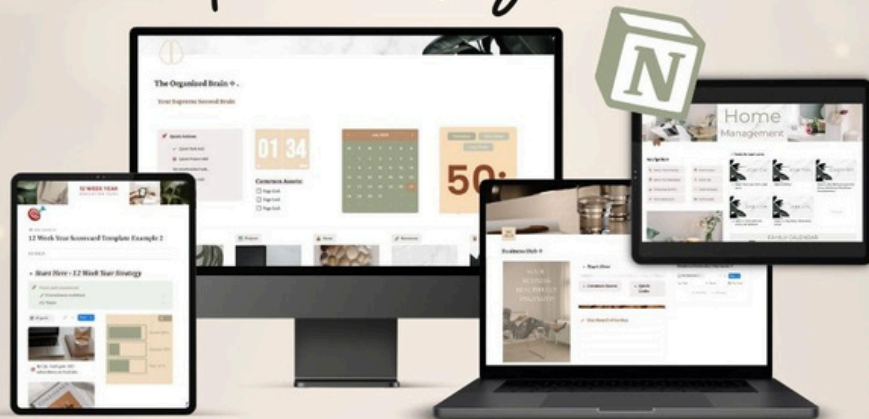
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LAUNCH PAD

☐ I have a centralized tasks database for daily operations.

☐ I track projects from idea to execution in one system.

☐ I use recurring routines to stay consistent (daily, weekly, monthly).

☐ I have systems for capturing and organizing resources (tools, links, swipe files).

☐ My execution tools are synced with my strategy (Command Center) and systems (Engine Room).

REFLECTION PROMPT

On a scale of 1–10, how supported do you feel by your systems right now?
What's one area you'll prioritize this month to improve your structure?

Productive Boss
Notion System

Ready to stop winging it and start scaling with structure?
If this checklist showed you the gaps in your business systems, imagine having every one of them already built for you, inside one beautiful, streamlined Notion workspace.

The Productive Boss Notion System is your all-in-one dashboard for clarity, consistency, and growth. From your CEO vision to your daily tasks, it's designed to help you lead like a boss without burning out.

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