

The Owner Dependency Quick Check

A short, self-guided worksheet for owner-led companies.

Most owner-led businesses do not have a people problem. They have a system problem. Work keeps returning to the owner because decisions, handoffs, and knowledge were never written down or assigned. Use this quick check to see where your business depends too heavily on you — and what to do first.

1. Signs your business depends on you

- ☐ Your team cannot move without asking you first.
- ☐ You approve routine decisions that should happen without you.
- ☐ If one key employee leaves, an important process leaves with them.
- ☐ You cannot step away without delays, calls, or interruptions.
- ☐ The same questions reach your desk every week.

2. Four steps to reduce owner dependency

- ☐ Identify one recurring process that depends on the owner.
- ☐ Write down each decision and handoff in that process.
- ☐ Assign one person to own the workflow.
- ☐ Revisit outside support when leadership is prepared to delegate and implement changes.

This worksheet is general information, not personalized advice. It does not create a consulting relationship. When your leadership is ready to delegate and implement changes, you are welcome to request a qualification review at WorkWithPhillip.com.

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