

The Business Leader's IT Spring Cleaning Checklist

■ Tools and Software

Look for overlap and waste.

Paying for tools no one uses
Multiple tools doing the same job
Systems only one person understands
Teams working around the tools

■ Workflows

Look for hidden inefficiencies.

Systems that don't work well together
Information entered more than once
"Temporary" workarounds still in place
Adding new employees creates IT headaches

You can't grow in a cluttered IT environment. This checklist helps you declutter and make room for growth.

■ Access and Logins

Look for friction and risk.

Too many passwords
Access not updated when roles change
Former employees still in systems
No clear visibility into permissions

■ Lifecycle and Risk

Look for what's outdated.

Keeping systems because they "still work"
Updates avoided or delayed
No visibility into what's aging
No clear IT plan

Found a few gaps? We can help with that.

Schedule your 10-minute IT spring cleaning call today.

