

## The Business Leader's

# IT Spring Cleaning Checklist

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

### ■ 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

### ■ 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

### ■ 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

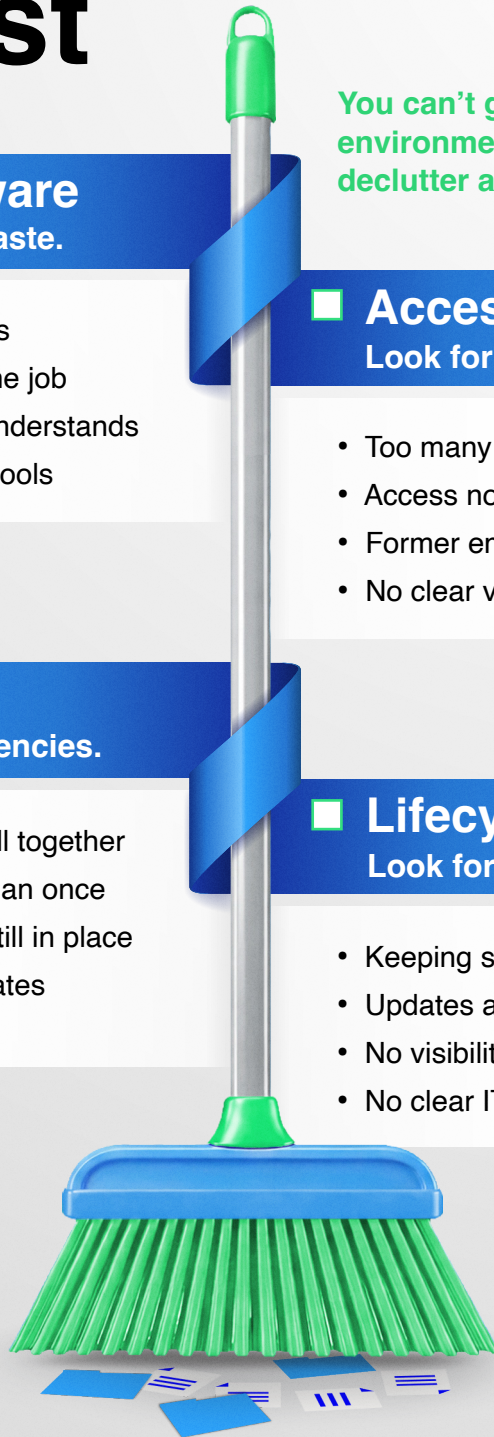
### ■ Lifecycle and Risk

Look for what's outdated.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.



**ZZ COMPUTER**  
Our Energy Goes Into Excellence!