The Key-Person Exposure Check

Ten questions. Five minutes. A score for the business you actually have.

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Answer for your business as it runs today, not as the org chart says it runs. Be honest. Nobody sees this but you.

Start with names.

The three people your business could least afford to lose for 90 days. One of them may be you.

	Role	Person
1		
2		
3		

Score each statement.

		0 No	1 Partly	2 Yes, written	Score
1	For the three people you named, someone else could run their responsibilities tomorrow without calling them.	☐	☐	☐	
2	That coverage is written down: who signs, who decides, who the customers call.	☐	☐	☐	
3	There is a written list of the decisions only the owner can make, and it is shorter than it was a year ago.	☐	☐	☐	
4	Your top customer and supplier relationships are each carried by at least two people.	☐	☐	☐	
5	For every critical role, the results, decisions and behaviors the next person must deliver are defined in writing, independent of who holds the role today.	☐	☐	☐	

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0 = no · 1 = partly · 2 = yes, and it is written down

		0 No	1 Partly	2 Yes, written	Score
6	Every person named as a possible successor has had a direct conversation confirming they want the role and know they are being prepared, not promised.	☐	☐	☐	
7	Each successor has carried real authority in the role in the last 90 days (chaired the meeting, made the call, owned the number) without it being quietly taken back.	☐	☐	☐	
8	The owner or current leader has been away for two consecutive weeks in the last year with no calls, and the business kept its standards.	☐	☐	☐	
9	Where no credible internal successor exists, that has been said out loud, and a path (search, interim, redesign) has an owner and a date.	☐	☐	☐	
10	Succession commitments are reviewed on a fixed rhythm, weekly for active transfers and quarterly for the map, not when someone resigns.	☐	☐	☐	

Your total

Add the ten scores. 20 is the most covered a business can be.

16 to 20 Covered.	You have a plan with evidence behind it. Now test it: take two weeks off, no calls, and see what comes back to you.
9 to 15 Exposed.	You have names, maybe a plan, and no proof. Start with the GuideSuccession Exposure Map: 30 to 45 days, $10,000, and you will know who is ready, who needs what, and where no credible option exists.
0 to 8 Critical.	If a key person left Monday, the business would run on luck. Book a GuideSuccession conversation this week and bring the three names above.

Book a GuideSuccession conversation

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