



DESIGN A YEAR THAT RUNS LIKE A SYSTEM

The **SYSTEM RESET** *Checklist* **2026**

✓ **DELETE** what's draining 

✓ **DUPLICATE** what's working 

✓ **AUTOMATE** for freedom. 

Clean Up. Scale Smart. Profit More.



The System Reset Checklist

Design a Year That Runs Like a System (Not a Circus)

Use this checklist to clean up 2025 residue and intentionally design 2026 for clarity, profit, and sanity.



STEP 1: DELETE (What Has to Go)

If it doesn't serve where you're going, it's dead weight.

Offers & Funnels

- ☐ List every offer you currently have
- ☐ Circle the ones that actually made money
- ☐ Delete or pause offers that:
 - Confused buyers
 - Took too much effort for low return
 - Don't align with your 2026 focus
- ☐ Kill funnels that:
 - Aren't converting
 - Don't have follow-up
 - Exist "just in case"

CEO Rule: If you wouldn't build it again today, delete it.

Content & Commitments

- ☐ Stop creating content without a clear CTA

- ☐ Delete recurring commitments that drain energy but don't drive revenue
- ☐ Unsubscribe from noise (emails, groups, tools, platforms)

Reality check: Busy ≠ productive.

STEP 2: DUPLICATE (What's Working)

This is where growth actually comes from.

Proven Systems

- ☐ Identify your top 1–2 income-producing offers
- ☐ Identify your highest-converting funnel
- ☐ Identify content that consistently brings leads
- ☐ Duplicate:
 - Follow-up sequences that convert
 - Funnels with proven traffic
 - Messaging that already resonates

Soundbite: Stop reinventing. Start repeating.

STEP 3: DELEGATE & AUTOMATE (What Shouldn't Touch You)

If it repeats, it automates. Period.

Automate These First

- ☐ Lead capture
- ☐ DM replies / keyword automations

- ☐ Email follow-up
- ☐ Onboarding
- ☐ Appointment booking
- ☐ Client/member reminders

Ask this for every task:

👉 Does this need me—or does it need a system?

Delegate What Drains You

- ☐ Admin tasks
- ☐ Tech setup
- ☐ Design
- ☐ Customer support
- ☐ Data tracking

CEO Rule: Your job is vision + decisions—not clicking buttons.

STEP 4: TECH STACK CLEANUP

You don't need more tools. You need fewer—used better.

- ☐ List every tool you pay for
- ☐ Mark which ones you:
 - Use weekly
 - Use monthly
 - Haven't touched in 90 days
- ☐ Cancel overlap

☐ Consolidate where possible

☐ Centralize your systems

Truth bomb: Tool chaos creates revenue leaks.



STEP 5: LOCK IN YOUR 3 DATA POINTS (Non-Negotiable)

Track these monthly in 2026—no exceptions.

☐ Lead Generation: How many new people entered your world

☐ Conversion Rate: How many said yes

☐ Retention: Who stayed, renewed, or referred

If you can't see these numbers easily → your system is broken.



STEP 6: MAP 2026 BY QUARTERS

Stop reacting. Start running the year on purpose.

Quarterly System Focus

☐ Q1: Build or refine core funnels

☐ Q2: Audience growth + visibility systems

☐ Q3: Automation + scaling

☐ Q4: Optimize, simplify, and prep the next year

☐ Assign one main system goal per quarter

Mantra: One focus. Executed well.



FINAL CEO CHECK

Before you move into 2026, confirm:

- ☐ My offers are clear
- ☐ My systems are documented
- ☐ My follow-up is automated
- ☐ My data is visible
- ☐ My calendar reflects my priorities

If not—don't set new goals yet. Fix the system first.
