



FREE CHECKLIST · SUMMARY

GoHighLevel automation audit checklist

28 read-only checks in nine groups. Look first, change things second.





GROUPS 1 - 3

What starts each flow, and what it waits for.

01

Triggers

Every published workflow has a reason, filters are narrow, re-entry is a decision.

02

Filters and conditions

A default branch, conditions on fields that are filled in, consistent tag names.

03

Wait steps

Every wait has an exit, reminders tied to the appointment, sending windows that match your hours.



GROUPS 4 - 6

Which clock, which copy, which change.

04

Timezones

Account, calendar and user timezones agree; nothing quietly rewrites the contact's timezone.

05

Duplicates and loops

A known duplicate rule, no workflow that triggers itself, retries that don't duplicate.

06

Audit Logs

Who changed what, and when: read one contact's field history in order.



GROUPS 7 - 9

Who hears about it, and can you trust the numbers?

07

Notifications

Alerts reach a real person, assigned-user steps have a fallback, phone alerts are on.

08

Calendars

Availability reflects real capacity, reminders come from one place, reschedules update everything.

09

Reporting

First source captured once, stages that match real work, won and lost with a reason.



AFTER THE AUDIT

A ranked fix list, biggest leak first.

Fix as drafts, test with the same test contact, then run the list again next month. Every check, with why and how, is on the page.

[Read the full checklist →](#)

teqprotech.com/resources/gohighlevel-automation-audit-checklist

