

Which process do you document first?

Score your core processes against four questions, then document whichever ranks highest before touching any software.

Most documentation attempts start with the most annoying process, not the most exposed one, and stall within three weeks.

☐ The step and who owns it ☐ Where it leaks



Do this now Score your five or six core processes against these four questions today, then write down the one with the highest total before this week ends.