

YOUR BUSINESS ISN'T INEFFICIENT. YOUR WORKFLOWS ARE

TODAY'S GOAL

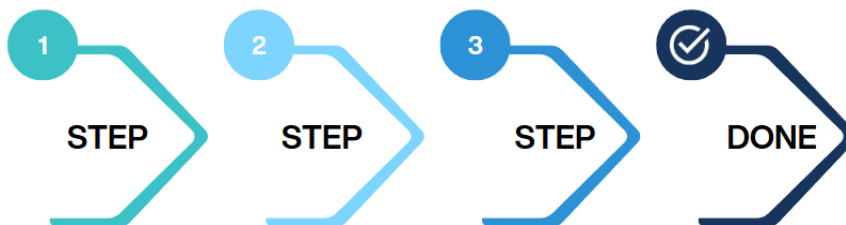
Most businesses are not struggling because people are not working hard.

They're struggling because work is **not flowing efficiently**.

Today is about learning to:

- See workflows clearly
- Identify slowdowns
- Spot inefficiencies
- Understand where automation actually helps

A Process Is Simply: How work moves

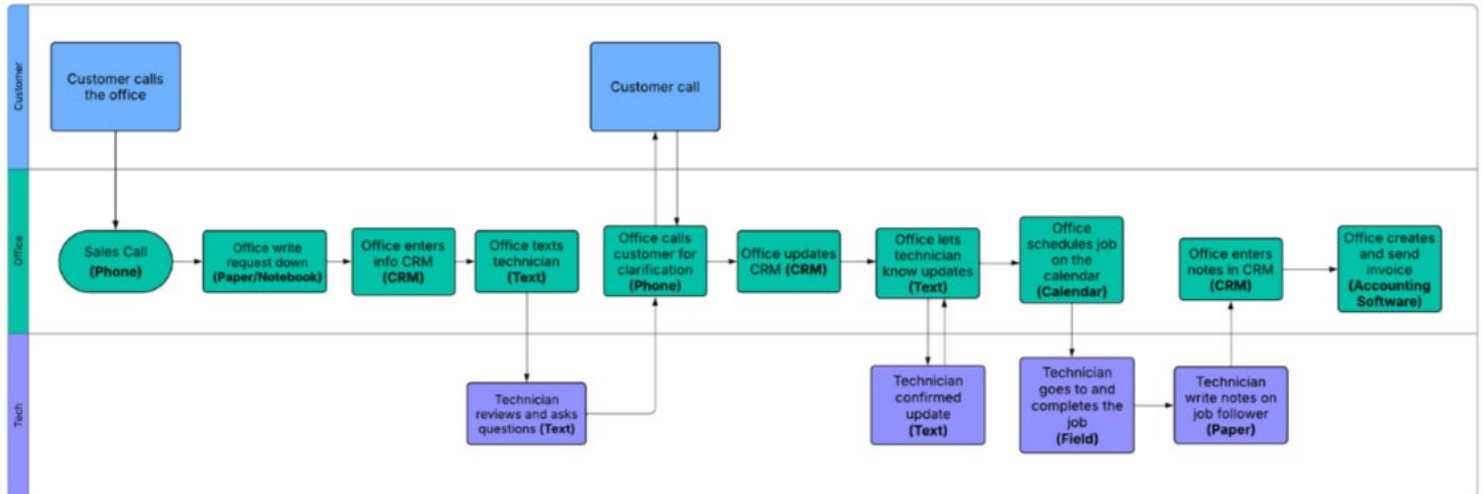


You can't fix what you can't see

The Jeff Example

What stands out to you?

Process: Customer Requests Service



WHAT TO LOOK FOR:

1. TOO MANY HAND-OFFS: Every handoff creates potential delay or miscommunication.

Where do hand-offs happen most in your business?

2. SYSTEM SWITCHING: Same information. Multiple places.

Where is information duplicated?

3. WAITING POINTS: Work is stopping instead of flowing.

Where do delays happen most often?

4. REPETITIVE WORK: Re-entering information wastes time.

What tasks feel repetitive?

5. BOTTLENECKS: If everything runs through one person, growth becomes difficult.

What person or process slows things down?

AI + WORKFLOWS

Where could AI or Automation help your business?

Where would AI or automation create more confusion right now?

MAP ONE OF YOUR WORKFLOWS

Step	Who Owns It?	Where Does It Live?
1		
2		
3		
4		
5		
6		

WHAT NEEDS IMPROVEMENT?

- ☐ Delays
- ☐ Duplicate Work
- ☐ Too Many Approvals
- ☐ Manual Entry
- ☐ Communication Issues
- ☐ Unclear Ownership
- ☐ Bottlenecks

ACTION STEP

What is ONE workflow you want to improve?

What is the first step?
