

WORKFLOW OPTIMIZER™

PROJECT NAME _____

ELEMENTS

Brainstorm steps required for this project. Don't leave anything out.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

OPTIMIZATION

- ☐ Draw a line through the steps that can be eliminated.
- ☐ Identify the steps that can be simplified.

ORDER

Write out the steps in the order that they need to happen. Include the person responsible (owner).

#	STEP	OWNER	NOTES
1			
2			
3			
4			
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