# One-Pager Job Aid Template

Use this template to quickly create a one-page job aid. Focus on a single task or process. Keep it brief, actionable, and visually easy to follow.

## Title of Task or Process

Purpose: Briefly explain what this job aid helps the user do.

Audience: Who is this job aid for (e.g., new users, technicians)?

## Instructions

Step 1: [Describe the first action clearly and concisely.]

Step 2: [Describe the next action, using consistent language.]

Step 3: [Add as needed, ideally no more than 5–7 steps.]

## Visual Reference (optional)

[Insert screenshot or labeled diagram if helpful.]

## Tips & Reminders

* Tip 1: [e.g., Remember to save before exiting]
* Tip 2: [e.g., Click ‘Submit’ only once to avoid duplicates]

Date Created: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Created By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_