

MAP OUT YOUR OPERATING SYSTEMS

LIST OUT 1 TO 3 PROCESSES

(Give the process a name and explain it's purpose. Don't list out the steps yet)

Example: Company Policy - to establish boundaries, guidelines, and acceptable behaviors within the business

1. _____

2. _____

3. _____

MAP OUT THE STEPS

(Take your process name and input it below. Name a few of the steps associated with that process)

PROCESS NAME	TOPIC 1	TOPIC 2	TOPIC 3	TOPIC 4	TOPIC 5
<i>Ex: Recruiting</i>	<i>Writing a Job Description</i>	<i>Posting the Job</i>	<i>Screening the Candidates</i>	<i>Interviewing</i>	<i>On-Boarding Paperwork</i>

STRATEGIZE YOUR OPTIONS

(List out your realistic options and deadline for getting the above documented & scalable. Think through: written, Zoom, filmed, audio examples, powerpoints, etc...)

PROCESS NAME	STRATEGY	DUE DATE
<i>Ex: Recruiting</i>	<i>Written Out on Google Doc in Outline Form</i>	<i>7/31/21</i>