

GUIDE

Your first maintained process in 5 steps

A practical start: from a blank page to a first workflow your team understands and keeps current — without a tool marathon.

This guide takes you from zero to your first productive process — made for teams that want to start pragmatically.

1. Pick the right process

Take the workflow with the most friction, not the most complex one. Complaints, approvals, onboarding — anything that regularly stalls.

2. List it roughly

Write the steps in your own words. Mark gaps instead of getting stuck on them — they show where knowledge is missing.

3. Assign owners

Who does what? As soon as steps have names, the documentation becomes binding.

4. Review as a team

The people who live the process correct it in minutes. That's the fastest jump in quality.

5. Anchor maintenance

Decide who looks after the process. Changes go in directly — not collected up before the next audit.

Rule of thumb: rough and maintained beats perfect and dead.