

Standard Operating Procedure

A one-page format built to actually get used. Fill one out for every task where the answer to “how do we do this?” currently only lives in one person's head.

Task Name:

Why It Matters (one line):

Steps

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
-

Who's Responsible:

Last Updated:

Notes on writing one that gets used

- Write it the way you'd explain it out loud to a new hire on their first day. Plain language, specific steps.
- Include the why briefly, not just the what. It's the difference between a rule and a reason someone remembers.
- Keep it to one page. A ten-page document gets ignored; a one-page checklist gets read.
- Revisit it once or twice a year. An SOP that's never updated becomes wrong the moment the business changes.