PROCESS DOCUMENTATION STARTER · MMM TRAINING

Start With One

90 SECONDS

Documentation projects fail by being too big. Tick what's true of your first one.

Everyone who tries to document everything documents nothing.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **I've picked one process, not a list of them.**
  If not: the project will stall in week two. They always do, at exactly that point.
- ☐ **It's the one people ask me about most often.**
  If not: you may be documenting what's easy rather than what's actually costing you.
- ☐ **I know who actually performs it day to day.**
  If not: you'll document the official version, which is not the one being used.
- ☐ **I'm prepared to write down the workarounds too.**
  If not: the SOP will describe a process nobody follows, and it'll be ignored politely.
- ☐ **Someone specific will own it after it's written.**
  If not: it becomes a file nobody opens, which is worse than not writing it.
- ☐ **I've set a date to check whether it's being used.**
  If not: you'll assume it worked. Documentation without follow-up quietly goes stale.

Now count the boxes you left empty.

One documented process that people actually use beats six perfect ones nobody opens. Start narrow and finish.

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0–1 blank
You're in good shape
Tighten the one gap before it becomes the one that costs you.

2–3 blanks
This is most businesses
Real money is sitting here. The fix is usually writing things down, not hiring.

4–6 blanks
Your business runs on you
Nothing is broken yet. That is exactly why now is the cheap moment to fix it.

WHERE TO START

One process, written properly, changes the week.

It removes the interruptions, the inconsistency, and the dependency all at once. The SOP Buildout does the first one with you so the rest have a template.

SOP + Training Buildout
From $2,500
Book at mmmtraining.org

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