4 One-page SOP

Write the way work is done once, so it no longer lives in your head.

BUSINESS _____ PREPARED BY _____ DATE _____

Field	Write it here
Process name and version	
Business result it protects	
Owner (one person)	
Trigger: what starts it?	
Inputs needed	
Steps (numbered, one action each)	
Decision points and who may decide	
Quality check: how do we know it was done well?	
Record kept and where	
Exceptions: when to stop and escalate	
Last reviewed / next review	