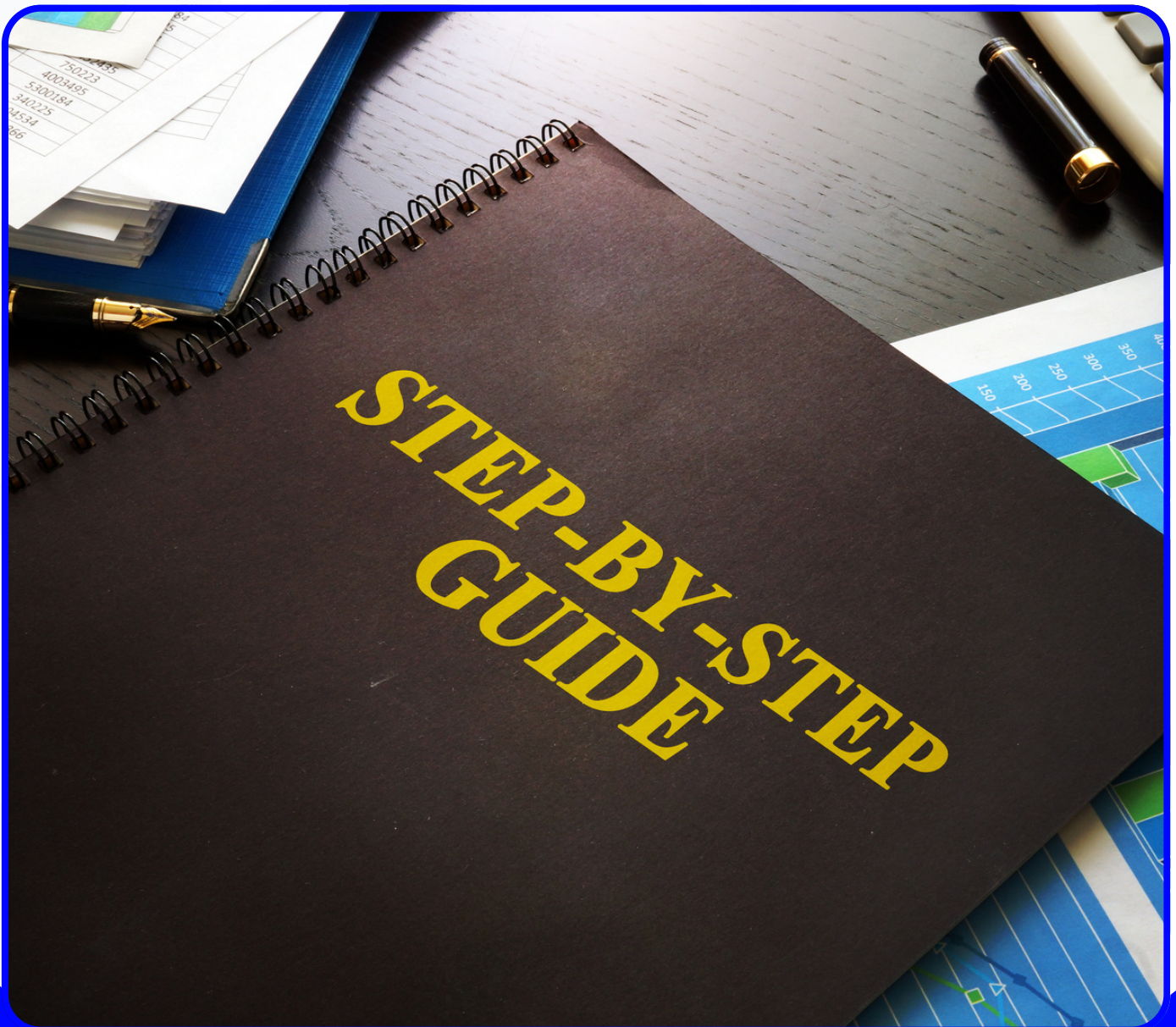


SOP FIX-IT GUIDE

A mini workbook with examples, prompts, and templates
to create SOPs that actually work.



1. SOP CLARITY CHECKLIST

Use this to review your existing SOPs and fix common slow-downs.

- ☐ Is the outcome of the SOP clearly stated at the top?
- ☐ Are steps written in plain, actionable language?
- ☐ Does it include visuals or a video if needed?
- ☐ Is it stored where the task is done (PM tool, CRM, etc.)?
- ☐ Is the owner of the SOP clearly listed?



2. TIME TRAP PRIORITIZER

Quickly identify where to start documenting.

Write down 3 tasks that:

- You could delegate to the right person today
- You get asked about repeatedly
- Take less than 30 minutes each a time

Then start SOPs for those 3.



2 SOP QUICK TEMPLATE

SOP Name: _____

Owner: _____

Purpose: _____

Frequency: _____

Steps:

1. _____

2. _____

3. _____

Completion Criteria: _____

Tool/Location: (where to perform this task):

3. UPDATE & AUDIT TRACKER

SOP Name	Last Updated	Owner	Needs Update? (Y/N)



4. UPDATE & AUDIT TRACKER (EXAMPLE)

SOP Name	Last Updated	Owner	Needs Update? (Y/N)
Client Onboarding	Feb 1, 2025	Ops Manager	
Weekly Sales Review	Jan 1, 2025	Sales Lead	
Email Newsletter	Mar 1, 2025	VA	



5. MAKE IT ACTIONABLE

Post-SOP checklist:

- ☐ Store it where it will be used
- ☐ Add it to the onboarding docs for relevant team members
- ☐ Review it during your next ops meeting
- ☐ Set a reminder to audit every 90 days



WRAP UP:

If you're ready to take the next step, but want a partner to help you get there, schedule a meeting with us.

We'd love to help.

[Schedule a free discovery session with WOWSuccessTeam](#)

SCAN HERE

