

TEMPLATE + GUIDE

SOP Starter Kit

A simple starting point for documenting one recurring task so people can follow it with fewer questions.

Why start with an SOP?

A standard operating procedure records the essential steps for completing a repeatable task. Start with a task that is done often and creates confusion when instructions are unclear.

Choose one process

01

Frequent

A task people complete regularly.

02

Specific

A task with a clear beginning and end.

03

Useful

A task where written instructions would reduce repeated questions.

Your goal

Choose one process and create a short first draft. You can refine it after someone tests the instructions.

WRITE YOUR FIRST DRAFT

One process at a time

Use these prompts to outline a simple SOP. An editable Word template is available on request.

Process name and person responsible

When should this process begin?

What should be true when the process is complete?

List the key steps in the correct order

Who should review the draft?

Need help putting this into practice?

Book a free intro call at frayora.com.