

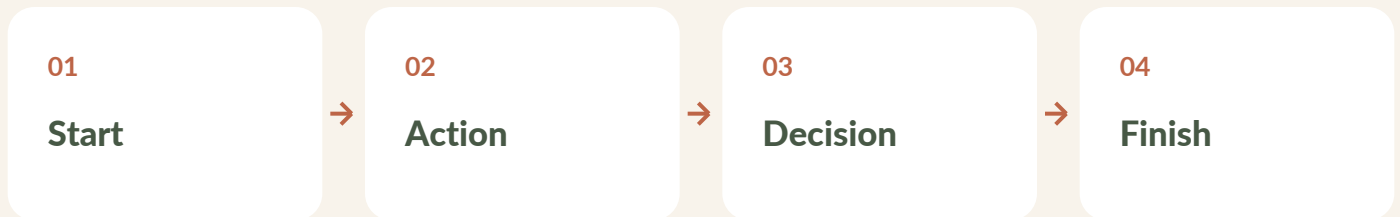
GUIDE

Workflow Mapping Guide

A practical introduction to seeing how work moves from one person or step to the next.

Map the current process first

Pick a recurring workflow. Write down what happens today, not what you hope will happen. A simple map can reveal where information changes hands or decisions get delayed.



Questions worth asking

- ☐ **Who is involved?**
List the people or teams that complete each step.
- ☐ **Where does work pause?**
Notice approvals, handoffs and missing information.
- ☐ **What happens twice?**
Look for repeated data entry or duplicated work.

MAP ONE WORKFLOW

Build a simple outline

Use this worksheet to capture the current sequence. Keep each step short enough to fit in a single line.

Workflow name

Step	Person responsible	What happens
01		
02		
03		
04		

Where is the biggest delay or question?

Need help putting this into practice?

Book a free intro call at frayora.com.