

Start Your Operations Manual Template

Operations Manual Worksheet Instructions

1. Use the Total Focus Worksheet to Write Down Tasks You are Doing in Your Business
2. Categorize the tasks by the following categories:
 - A - Administrative (office paperwork)
 - SM - Sales/Marketing (attracting customers or making the sale)
 - P - Production (producing/shipping and delivery of products or services)
3. Print the Process Worksheets provided in the following colors:

Administration – BLUE

Production – YELLOW

Sales/Marketing – GREEN

4. Begin your task documentation
5. Print the Binder Cover and Divider Worksheets and 3 Hole Punch the Process Worksheets. Congratulations! You've started your Operations Manual.



OPERATIONS Manual

For:

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Page 75



Administrative Procedures

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Page 76



Production Procedures

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Sales/Marketing Procedures

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