



"THE GAME CHANGER"


Cheat Sheet





The ultimate one-pager to kickstart your workflow revolution
Level up your speed, quality, and morale while cutting costs


 1. Map the Flow	
What	Sketch out your entire process from customer request to fulfillment.
Why	To understand the work and spot areas for improvement.
How	Use simple flowcharts or sticky notes to visualize each step.


 2. Connect the Dots	
What	Analyze and rearrange your process steps.
Why	To figure out what depends on what for a smoother workflow.
How	Think of your workstations as puzzle pieces. Move them around until they fit just right.


 3. Cut the Waste	
What	Simplify what's essential and cut out what's not.
Why	To focus on what truly adds value.
How	List all activities and cross out anything that doesn't serve your customer or your bottom line.


 4. Boost your Bottleneck	
What	Identify and fix your slowest step.
Why	To speed up your entire operation.
How	Find the step where things pile up and brainstorm ways to make it faster. Revisit this step as needed.

 5. Smooth Out Bumps	
What	Balance external customer demands with internal capabilities.
Why	To meet diverse needs effortlessly.
How	Design your workflow to switch between different products and speeds easily.

 6. Find the Rhythm	
What	Even out tasks while keeping the customer's needs front and center.
Why	To keep everyone humming and ensure that your customer gets what they want when they want it.
How	Set up ideal resources and buffers in your right-paced workflow.

 7. Keep it Going	
What	Make your improvements stick.
Why	To build momentum.
How	Standardize procedures and make sure everyone knows them. Set KPIs to measure effectiveness.

 8. Check for Happiness	
What	Review your results.
Why	To ensure you're on the right track.
How	Look at your KPIs and how happy your team and customers are. If something's off, go back to the drawing board.

 **Remember:** 1) This is a living document. As your business evolves, so should your workflow. 2) Get employee input—they know the ropes. 3) Keep tweaking, keep improving, and keep the flow going.