Worksheet

Capture one workflow in 20 minutes

Workflow: _____

- [ ] **1. Pick something you do regularly**
  A task you've done over and over that still takes real judgment
- [ ] **2. Talk through it the next time you do it**
  Narrate what you're doing, step by step, and why
- [ ] **3. Spell out the judgment behind it**
  Answer the four questions below
- [ ] **4. Add examples of finished work**
  A few you're proud of, with a line on why each one works
- [ ] **5. Save it all in one place**
  Your notes or transcript, next to your examples
- [ ] **6. Test it and keep refining**
  When the output misses, add the context it was missing

Spell out the judgment

What do you always double-check?

What would a new hire get wrong?

How do you know when something is good enough to ship?

When do you break your own rules?