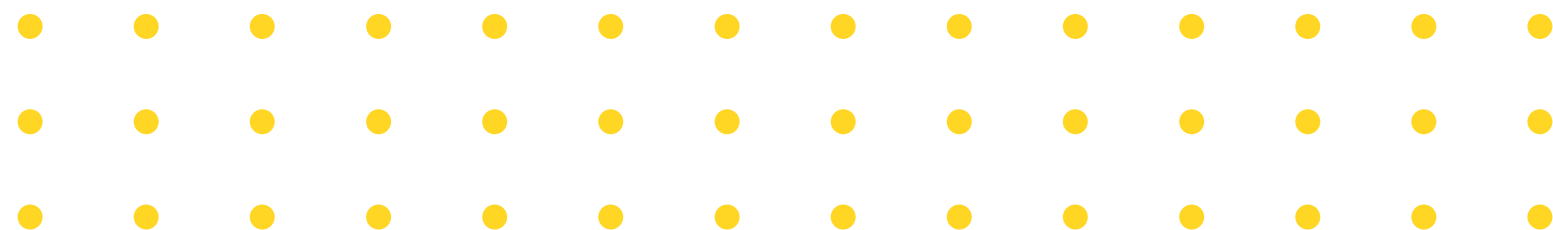
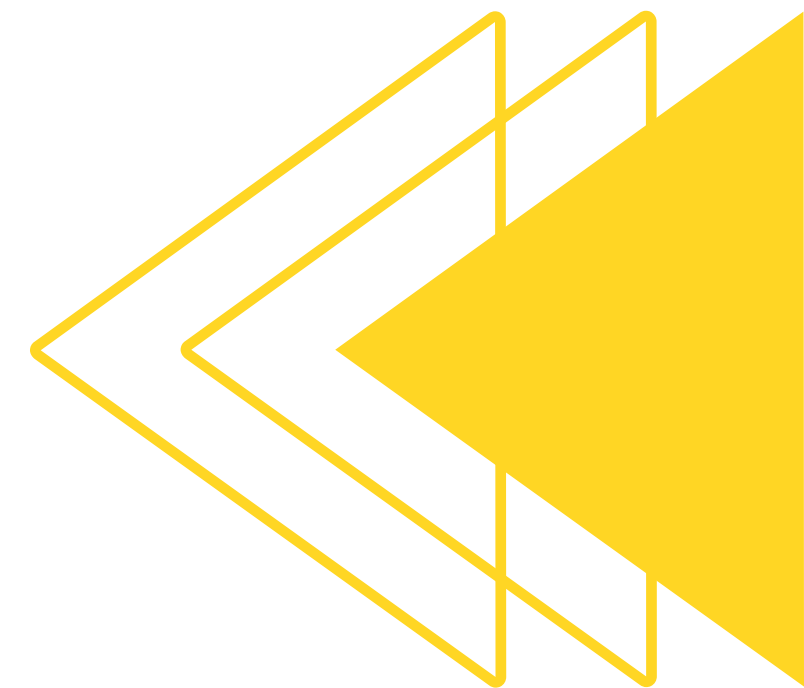
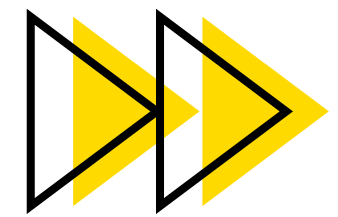


Process Mapping Guide





Step 1: Choose a Process to Map

Pick one messy, repetitive, or unclear process.

Onboarding

The process of integrating new employees into your organization.

New role approval

How new positions are proposed, approved and created.

Performance reviews

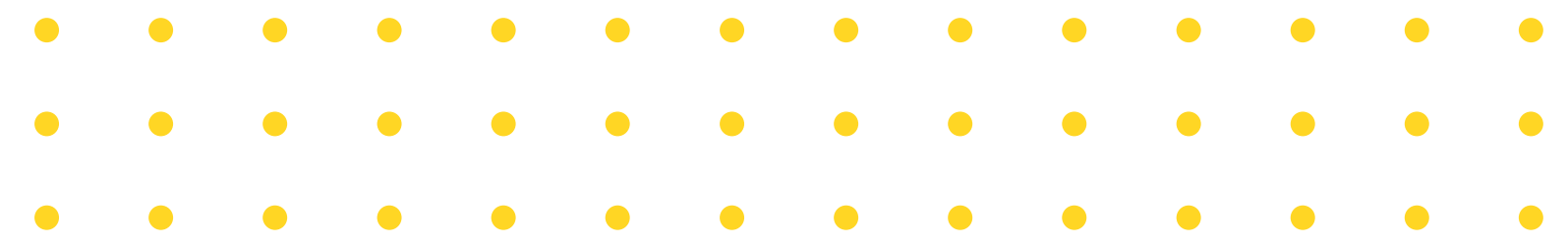
The evaluation process for employee performance.

Time-off requests

How employees request and get approval for vacation or sick leave.

Employee exits

The steps taken when an employee leaves the organization.



▶▶ Step 2: Answer These 6 Questions

1. What's the goal of this process?

→ E.g., “Get new hires fully set up by Day 3.”

2. What triggers it?

→ E.g., “Signed offer letter received.”

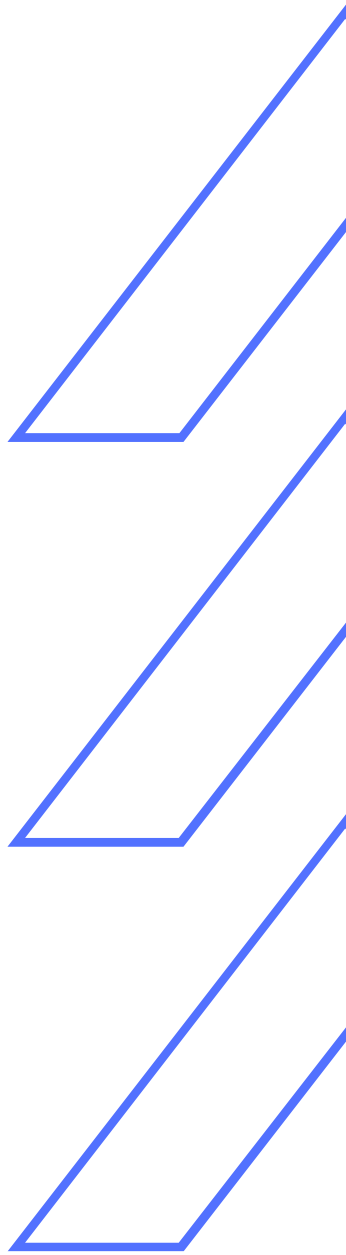
3. What are the steps — in order?

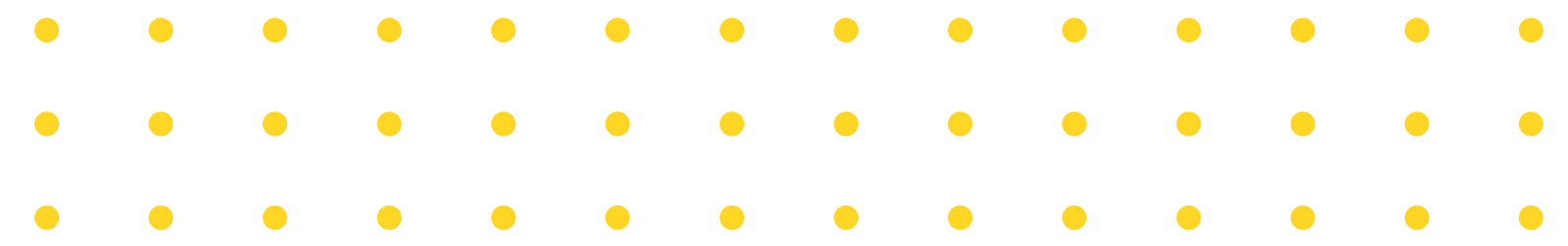
→ List each step. Don't overthink - just write what happens.

Step 1

Step 2

Step 3





▶▶ Step 2: Answer These 6 Questions

4. Who owns each step?

→ Name specific roles (not “team”) to reduce confusion.

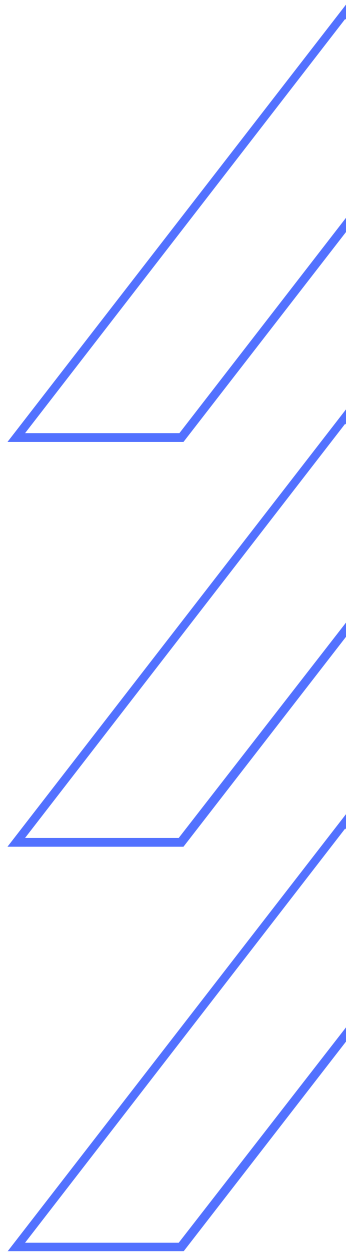
5. Where does it break down?

→ Look for bottlenecks, missed steps, or delays)

E.g., “IT access often delayed,” “Manager forgets Day 1 email,” etc.

6. Where does info live?

→ Link or name the tools/docs: Google Drive, Slack, HRIS, etc.



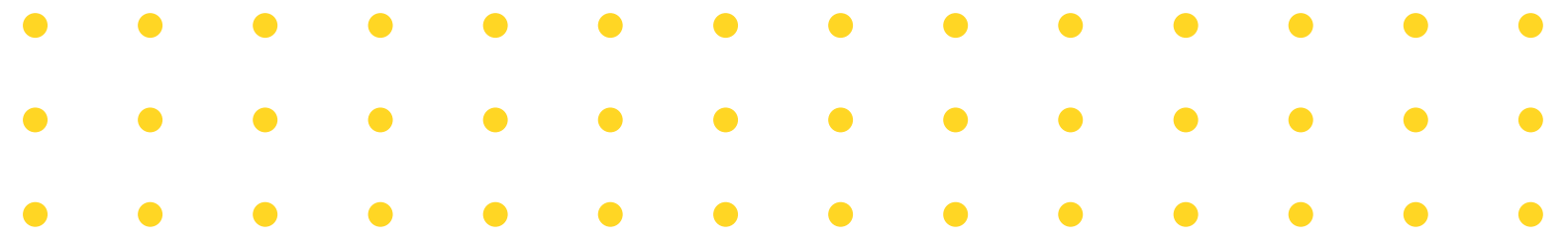


Step 3: Highlight Fixes

1. Mark the bottlenecks

Spot where tasks stall, get delayed, or bounce between too many people.

- ---
- ---
- ---
- ---
- ---
- ---

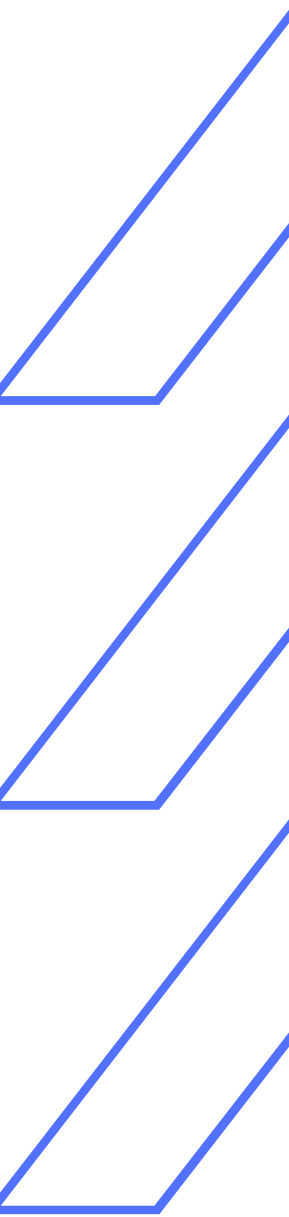


Step 3: Highlight Fixes

2. Note where automation or templates could help

Find steps that could be simplified with tools, triggers, or plug-and-play resources.

- ---
- ---
- ---
- ---
- ---
- ---





Step 3: Highlight Fixes

3. Identify what can be eliminated or clarified

Remove unnecessary steps and make instructions clearer


- ---
- ---
- ---
- ---
- ---
- ---



▶▶ Step 4: Share It

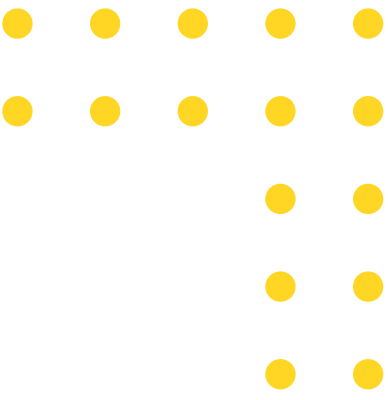
Don't keep it to yourself.

Share your draft map with your team for feedback:

- “What’s missing?”
 - “What’s unclear?”
 - “Where do we waste time?”
- 

The goal isn't perfection – it's visibility and alignment.





**Processes don't create value.
People do - with the right process behind them.**

