

■ Workflow Simplification Checklist (Fillable)

Fill it digitally or print. Run your next project through the Sovereign Focus Framework.

Project

Date

Phase 1 — Clarify (Outcome → Next Step → Guardrails)

Outcome

Done

Next Step

Done

Guardrails (deep block, message windows)

Done

Phase 2 — Reduce (Eliminate → Automate → Batch)

Eliminate

Done

Automate

Done

Batch

Done

Phase 3 — Design (MAP: Minimum Awesome Process)

MAP Step 1

Done

MAP Step 2

Done

MAP Step 3

Done

MAP Step 4

Done

MAP Step 5

Done



Workflow Simplification Checklist (cont.)

Phase 4 — Run Loops (Timebox → Ship → Iterate)

Timebox (90–90–1)

Done

Ship (V1 today)

Done

Iterate (V2 backlog)

Done

Phase 5 — Maintain (Review → Archive → Improve)

Review (throughput & minutes/unit)

Done

Archive (assets, notes)

Done

Improve (remove one friction)

Done

■ Build your Sovereign Focus Framework today

Grab the printable checklist and turn this article into a 20-minute setup. Your future self will thank you.

