

# Workflow Optimization Process Map Example

## 1. Identify Workflow

Map the current process and set clear objectives.



## 2. Analyze Bottlenecks

Pinpoint inefficiencies and examine root causes.



## 3. Redesign Process

Develop solutions to streamline workflow steps.



## 4. Implement Changes

Apply new methods and update relevant documentation.



## 5. Monitor & Adjust

Measure results and continuously optimize.