

THE 15-MINUTE SOP TEMPLATE THAT SAVES HOURS EVERY WEEK

IMAGINE8

* *What is this for?*

This SOP template helps you document any repeatable task in under 15 minutes. Use it to capture tribal knowledge before it disappears and to keep your team consistent, efficient, and aligned.

Step-by-Step Prompts

1. Task Name

- What's the process you're documenting?

2. Objective

- What outcome does it support?

3. Trigger

- What event, request, or signal kicks this task off?

4. Steps (5–10 actions)

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Add more if needed.

5. Tools Needed

- List any apps, software, or resources required.

6. Owner

- Who is responsible for this task?

7. Quality Check

- How do we know this is completed successfully?

Pro Tip

Set a timer for 15 minutes. Write messy first, refine later.

15-MINUTE SOP WORKSHEET

Task Name: _____

Objective (Why this task exists):

Trigger (When this task starts):

Steps

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Tools Needed: _____

Owner: _____

Quality Check (What “done well” looks like):

Want to shortcut the process? Scan the QR code to book a Strategy Call with Imagine8.

