Simple Process Mapping Template

Map your process in three boxes or less. Seriously.

Instructions
1. Write out your process title.
2. Ask: What is the first thing that happens?
3. What happens next? Then what?
4. Use boxes or arrows to show the order (e.g., Start → Step 1 → Step 2 → End).
5. Optional: Add who does each step (use initials or roles).
6. Review it with your team – are any steps confusing, duplicated, or missing?
7. Use this map to clarify or improve the process.

Example: [Start] → [Step 1] → [Step 2] → [End]