



The Efficiency Seeker's Cheatsheet.

This cheat sheet provides practical exercises and quick-win strategies to help you streamline operations and improve efficiency.

1. The bottleneck audit

 Time Required: 10 minutes

Objective: eliminating barriers to productivity in your team or organisation.

1. Identify a workflow that frequently slows down your team (or another in the company)
2. List 3-5 potential causes of the slowdown
3. Highlight one quick fix you can test this week
4. Set a follow-up date to measure the impact of your change.

2. The automation implementation

 Time Required: 5 minutes

Objective: self-reflection exercise to identify where you can also increase efficiencies.

1. Identify a repetitive task that you perform daily.
2. Ask yourself, can this task be automated using existing tools?
3. If yes, set it up.
4. If no, research what tool or feature could eliminate or reduce manual work.
5. Implement the change and watch how much time is saved each week.

3. The retrospective

 Time Required: 30
minutes

Objective: taking steps to implement a culture of continuous improvement.

1. Run a 30-minute session with key leaders in your workplace (may be across, or specific to one department)
2. Ask them: "What's one thing that didn't get delivered on time due to inefficiency?"
3. List common themes and discuss quick, low-cost solutions
4. Assign an experiment to test before the next meeting
5. Follow up to measure and iterate.

Want to take the guesswork out of how to improve efficiency in your organisation? It might be time to [Powerup](#).