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The Absence Audit

Find the decisions being made by not making them. Pick a workflow you run or rely on, one per sheet. Start where something sorts, drafts, routes, or escalates without being asked.

1. Where did a default become a decision?

2. Who owns it now?

3. Who is affected if it is wrong?

4. Who has the authority to change it?

5. What question should have been asked before it went live?

Take this to the person in question 4. Changing it is their call. Keep it where the next owner will find it.

Free to use and adapt.

Working framework. Not legal, financial, medical, or other professional advice.