



FRAMEWORK

The Absence Audit

Find the decisions you are making by not making them. One workflow per sheet. Start where something screens, sorts, drafts, or escalates without being asked.

1. Where did a default become a decision?

2. Who chose it?

3. Who pays if it is wrong?

4. Who has the authority to change it?

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

Keep this where the next person who owns this workflow will find it.

Free to use and adapt.