Mission Critical Workload Log

Before creating Standard Operating Procedures (SOPs) or automating workloads, it is important to identify and document all the important tasks you or your team complete during the course of business.

Of everything that you do, what are the most critical workloads? For help with identifying your priorities, check out this Prioritization Worksheet from our **Time Management** personal coaching program.

Activity 1: Identify Critical Workloads

What are the tasks that must be done daily, weekly, monthly, quarterly, and yearly for your business to run smoothly?

Task	Frequency

If you work with a team, share this log with your team to collaboratively document mission-critical workflows. Each team member can complete entries for their own responsibilities. After everyone completes the activity as individuals, review completed logs together to identify overlaps and dependencies. This process supports smoother onboarding, better cross-training, and more resilient operations.

Activity 2: Add Details

Now for each workload that you identified in Activity 1, provide additional key details about each key task.

Task Name/Frequency: _____

Purpose:

_____

_____

Business Function / Role Responsible:

_____

Tools Used:

_____

_____

Dependencies (other tasks, people, systems):

_____

_____

_____

Consequences if Missed or Delayed:

_____

_____

Additional Notes:

_____

_____

_____

_____

_____

Gathering this information will help you begin to find inefficiencies or weaknesses in your current process to prevent costly errors. Now, you can use this information to create SOPs.