



**FREE SAUDI SME WORKFLOW WORKSHEET**

# 15-Minute Workflow Complexity Scorecard

Find the workflow quietly costing your business time, money, and founder attention before you buy another tool or hire around the mess.

**Use this when**

A repeated workflow depends on WhatsApp, spreadsheets, memory, unclear ownership, or founder approval.

**Best for**

Saudi owner-led SMEs that need practical improvement before buying more tools.

**The output**

A workflow score, priority flags, and the smallest next step: maintain, clarify, improve, or redesign.

**The win**

Stop guessing where AI fits. Find the workflow that must become clearer first.

## The Important Rule

If you cannot answer a question clearly, score it as complexity.

If this takes more than 15 minutes, several people, or multiple chats and systems, that is not a failure. That is the diagnosis.

**Choose one high-value workflow before you start.**

Do not score the whole business at once. Pick one repeated workflow where a clearer process would save time, reduce mistakes, improve decisions, or remove founder dependency.

**STEP 1**

# Workflow Snapshot

Start by naming the workflow and the business result it should improve. If these answers are hard to write, do not smooth that over. That is part of the diagnosis.

Question	Answer
Workflow name	
What business outcome should this workflow improve?	
What happens when this workflow runs well?	
What happens when it runs badly?	
How often does this workflow happen?	
Who owns the final result today?	
Who else is needed to complete it?	
Where does the workflow start?	
Where does it end?	
What tools, sheets, apps, or WhatsApp groups are involved?	
What decision should this workflow make faster or easier?	

## Fast Signal

Before scoring, notice what happened while filling out the snapshot.

Signal	Check
I completed this in under 15 minutes without checking other places	
I needed more than 15 minutes	
I needed to ask another person for basic answers	
I needed to check multiple systems or chats	
I was unsure who owns the workflow	
I was unsure where the correct information lives	
I found different answers in different places	

### Quick read

If you checked two or more of the last six signals, the workflow may already be costing more than it looks like from the outside.

**STEP 2**

# Score The Workflow

Score each dimension from 0 to 3.

- 0 = clear, low effort, low risk
- 1 = usable, but some friction
- 2 = messy, inconsistent, or costly
- 3 = unclear, slow, risky, or dependent on memory

**If you are debating between two scores, choose the higher score.**

Dimension	0	1	2	3	Score
Manual effort	Few steps, easy to run	Some manual effort	Many manual steps	Too many steps to explain quickly	
Handoff friction	One clear owner	One owner plus light input	Several people involved	Handoffs are unclear or slow	
Channels and tools	One clear place	Two places	Several tools or chats	Information is scattered everywhere	
Source of truth	Clearly defined	Usually clear	Depends on the person or situation	Nobody can name the correct source quickly	
Ownership	One accountable owner	Owner is mostly clear	Ownership shifts	No clear owner for the result	
Decision delay	Decision is fast	Occasional delays	Delays are common	Decisions wait on the founder or one key person	
Rework loop	Rare repeated questions	Some repeated questions	Rework happens often	Same issues repeat every week/month	
Founder dependency	Team can run it	Founder checks occasionally	Founder is needed often	Workflow depends on founder memory or approval	
Absence risk	Anyone trained can cover	One backup exists	Coverage is weak	Work stops if one person is absent	
Explainability	Easy to explain in one page	Mostly explainable	Hard to explain simply	Cannot explain without a long conversation	

Total score \_\_\_\_\_ / 30

STEP 3

# Priority Flags

Complexity matters more when the workflow touches money, customers, stock, founder attention, or weekly team workload.

Flag	Check
This workflow affects revenue	
This workflow affects cash, inventory, or purchasing	
This workflow affects customer experience	
This workflow affects team workload every week	
This workflow creates repeated mistakes or delays	
This workflow depends heavily on the founder	

### Priority read

If the score is high and two or more priority flags are checked, the workflow is not just messy. It is probably a business bottleneck.

## Interpret Your Score

### 0-7

#### Clear Enough To Maintain

You may not need paid help for this workflow right now. Apply small improvements internally and protect what is working.

### 8-15

#### Clarify Before You Build

There is real friction, but the problem may still be contained. Clarify the owner, source of truth, and first quick wins.

### 16-23

#### Improve The Workflow

This is probably costing time, attention, and consistency. It may need a full before/after improvement sprint.

### 24-30

#### Redesign The Bottleneck

This is likely too dependent on people, memory, scattered systems, or unclear decisions.

**STEP 4**

# Recommended Next Step

The score is not a final diagnosis. It is a buying-decision filter. Choose the smallest next step that matches the size of the workflow problem.

If your result is...	What it usually means	Recommended next step
Low score, few priority flags	The workflow is mostly working	Apply quick wins internally
Medium score, contained workflow	The mess is visible but not yet a bottleneck	Consider Clarity
High score, meaningful workflow	The workflow is creating real drag	Consider Core
High score, multiple people/systems/risks	The workflow may be an operating bottleneck	Consider Growth
Any score, but this was hard to complete	The complexity is already showing up	Send it for a Workflow Fit Check

# How Waseem.Space Can Help

The AI Workflow Sprint is designed to match the support to the size of the workflow problem.

**UNDERSTAND**

## Clarity

Best when you need a focused review, quick wins, a friction map, and a Workflow Clarity Brief that shows what to fix first.

**IMPROVE**

## Core

Best when you want one meaningful workflow redesigned with a future-state workflow, practical asset, handover session, and next automation recommendations.

**ALIGN**

## Growth

Best when the workflow touches multiple people, systems, data sources, business risks, or leadership decisions.

**NEXT STEP**

# Send This To Waseem For A Workflow Fit Check

If the scorecard was hard to complete, that is a useful signal. Send four things and I will give you a quick read on the next move: maintain, clarify, improve, or redesign.

If it looks like a Clarity, Core, or Growth fit, I will say so plainly so the next step matches the size of the problem.

**I filled out the Workflow Complexity Scorecard.**

Workflow: \_\_\_\_\_ | Score: \_\_\_\_\_ / 30 | Priority flags: \_\_\_\_\_ | Hardest question: \_\_\_\_\_