

One-Page Bottleneck Brief

Fill every field — “unknown” and “guess” are valid answers. Keep it to this page. Date: _____

Job name

one sentence

When it breaks

day/time window or trigger

Volume

rough count per week

Who owns it today

name / role

Inputs

systems, people, paper

What “done” looks like

observable finish

Pain

time · money · reputation · missed revenue
— pick primary

Already tried

list, including “nothing”

Constraints

must-keep tools · compliance · who
approves customer contact

Smallest change candidate

from Module 01, or blank

Ask (check one):

- ☐ DIY
- ☐ Cheap stack → Module 04
- ☐ Drafting help → Module 05
- ☐ Configured help / talk money → Module 08
- ☐ Not sure / stopping here — valid outcome