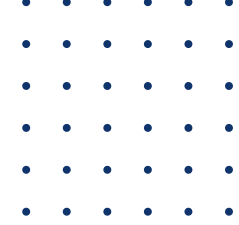


**Copy the Prompt  
on the Following Page and  
Upload into Your AI Tool**

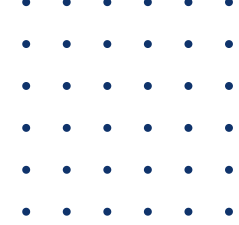


Take this transcript from a Loom video where INSERT ROLE explains their ideal XYZ process, and turn it into a clear, standardized Standard Operating Procedure (SOP).

## Requirements:

- Break the SOP into clear sections with numbered steps
- Use checklist-style bullets under each step for easy implementation
- Include guidance on when to use each step (timeline triggers)
- Add a reminder for how often this SOP should be reviewed
- Format it so that any new or current employees can follow it without explanation

Optional: If a working style or personality profile is uploaded, adjust the formatting or language tone to suit that person (e.g., action-oriented, detail-focused, or visual learner).



# Want Our Revenue Scorecard? What Your Score Really Says



**THE FRICTION  
FACTORY**



**61–79:  
THE FUNCTIONAL  
FRAGMENT**



**80–100:  
THE UNIFIED  
ENGINE**

**Book a Revenue Clarity Call**