

SIMPLICITYHUB™

CI QUICK FLICK GUIDE

Your at-a-glance guide to our practical tools, digital products and AI-powered systems.



[SIMPLICITYHUB.CO.UK](https://simplicityhub.co.uk)

**MOST
TEAMS
AREN'T
SLOW —**

**THE
PROCESS
IS.**



HOW TO REDUCE WASTE WITHOUT A BIG BUDGET



ELIMINATE
WASTE

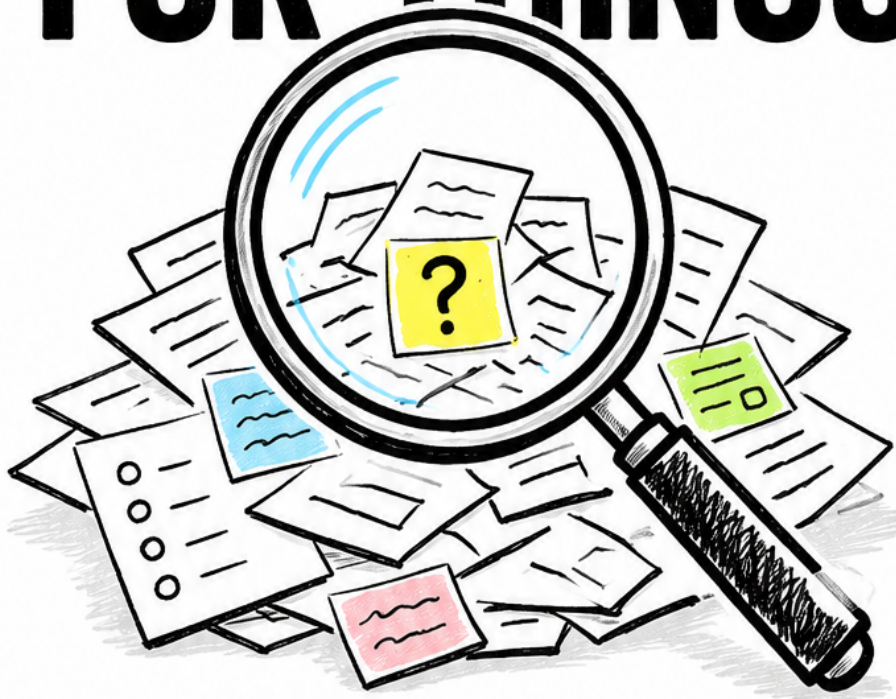


SAVE
TIME



IMPROVE
RESULTS

HOW TO STOP WASTING HOURS SEARCHING FOR THINGS



SAVE
TIME



REDUCE
FRUSTRATION



FOCUS ON
WHAT MATTERS

STOP USING **MEETINGS**

— TO FIX —
BAD PROCESSES.



**FEWER
MEETINGS**



**BETTER
PROCESSES**



**MORE TIME FOR
WHAT MATTERS**

THE 1-MINUTE WORKFLOW AUDIT



WHAT ARE
YOU **DOING?**



WHY ARE YOU
DOING IT?



CAN IT BE
SIMPLIFIED?



SAVE
TIME



REDUCE
WASTE



IMPROVE
RESULTS

1 MINUTE. BIG IMPACT.

THE 3 TYPES OF WASTE

KILLING YOUR WORKFLOW



1 MOTION

Unnecessary movement or extra steps.

→ EXTRA EFFORT. ZERO VALUE.



2 WAITING

Delays, approvals, or waiting on others.

→ TIME LOST. OPPORTUNITIES LOST.



3 OVERPROCESSING

Doing more work than needed or overcomplicating tasks.

→ MORE WORK. NO ADDED VALUE.



SAVE TIME



IMPROVE FLOW



BETTER RESULTS

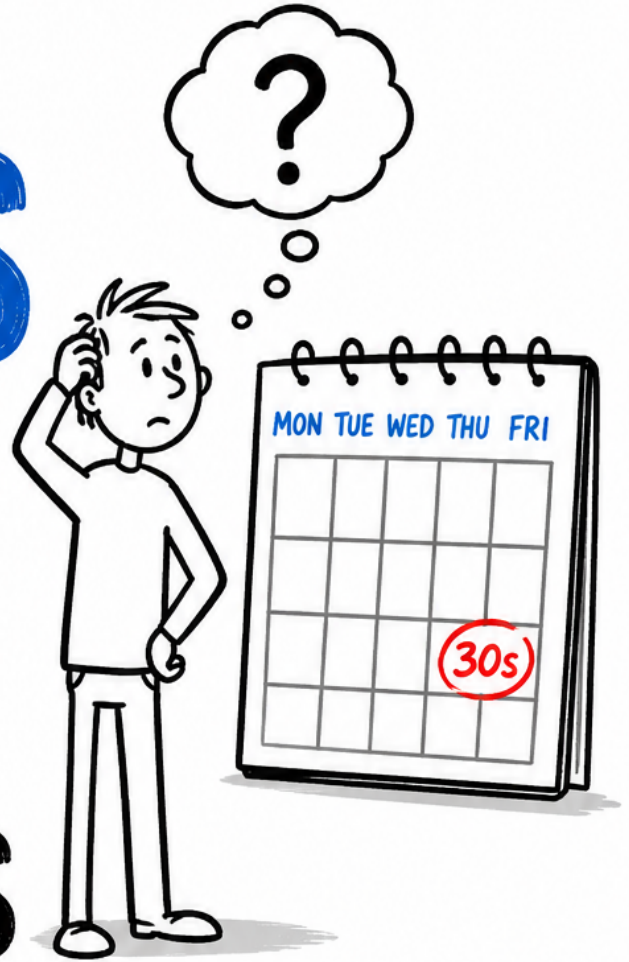
ELIMINATE WASTE.
GET MORE DONE.

THE 5 WHYS

IN

30

SECONDS



GET TO THE REAL CAUSE. FIX IT RIGHT.

1 WHY? →

State the problem.
Get the first answer.

2 WHY? →

Ask why that happens.
Dig one level deeper.

3 WHY? →

Ask why again.
Keep going.

4 WHY? →

Ask why again.
Almost there!

5 WHY? →

Ask why one more time.
Find the root cause.

5 QUESTIONS.

1 ROOT CAUSE.

**BETTER
SOLUTIONS.**



**FIND THE
REAL CAUSE**



**FIX THE
RIGHT PROBLEM**



**IMPROVE
RESULTS**

THE FASTEST WAY TO FIND A BOTTLENECK

LOOK FOR THE WORK THAT **KEEPS** PILING UP.



1 IDENTIFY THE BACKLOG

Where is work building up?



2 FOLLOW THE FLOW

Trace work upstream to the cause.



3 FIND THE CONSTRAINT

The constraint limits the whole system.



4 FOCUS IMPROVEMENT

Improve the constraint to improve everything.



LESS WAITING
MORE FLOW



REMOVE CONSTRAINTS
BOOST RESULTS



WORK SMARTER
NOT HARDER

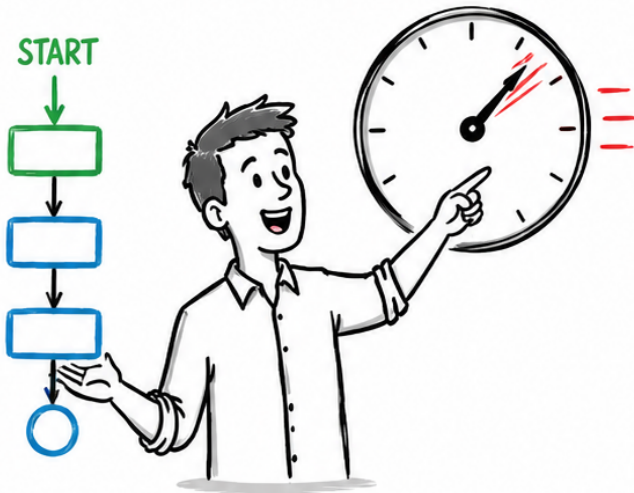


FIND THE BOTTLENECK.

FIX THE FLOW. GET MORE DONE.

THE FASTEST WAY TO IMPROVE EFFICIENCY THIS WEEK

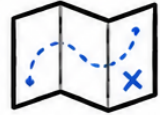
SMALL CHANGES. BIG IMPACT. START TODAY.



 IMPROVE A LITTLE THIS WEEK,
SAVE A LOT **EVERY WEEK.**

1 MAP THE PROCESS

See the full picture.
You can't fix what
you can't see.



2 FIND THE WASTE

Look for extra steps,
delays and rework.



3 REMOVE OR SIMPLIFY

Eliminate what doesn't
add value.



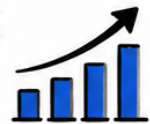
4 STANDARDISE

Use simple, clear steps
that everyone follows.



5 MEASURE & IMPROVE

Track results and keep
making it better.



SAVE TIME
EVERY DAY



REDUCE COSTS
EVERY WEEK



IMPROVE RESULTS
EVERY MONTH

WORK SMARTER. NOT HARDER.

THE **HIDDEN COST** OF REWORK

REWORK DOESN'T JUST WASTE TIME.
IT **DRAINS** YOUR BUSINESS.



LOST TIME



LOST ENERGY



LOST MONEY



REWORK HAPPENS WHEN:

- ⊗ Requirements aren't clear
- ⊗ Processes aren't standardised
- ⊗ Mistakes aren't prevented
- ⊗ Work isn't checked early
- ⊗ Small issues are ignored



PREVENT REWORK. IMPROVE QUALITY.
SAVE TIME, ENERGY & MONEY.



SAVE TIME
FOCUS ON
WHAT MATERS



IMPROVE QUALITY
GET IT RIGHT
FIRST TIME



REDUCE COSTS
BOOST PROFIT
& GROWTH

WORK SMARTER. NOT HARDER.

THE MISTAKE THAT MAKES EVERY PROCESS SLOWER

COMPLEXITY, HANDOFFS & REWORK.
THAT'S WHAT **SLOWS** YOU DOWN.

THE PROBLEM

UNCLEAR START
No clear goal or direction.

EXTRA STEPS
Work no one adds value.

TOO MANY HANDOFFS
Passing work creates delays.

REWORK & MISTAKES
Fixing errors wastes time.

LACK OF VISIBILITY
Problems hide until it's too late.



VS.

THE SOLUTION

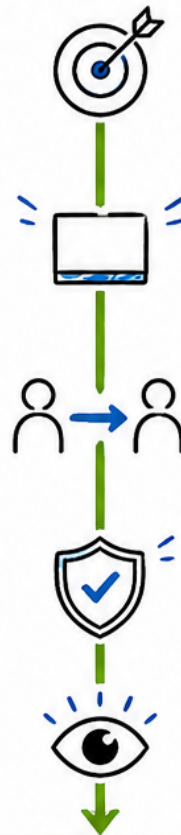
✓ **CLEAR GOAL**
Everyone knows the outcome.

✓ **KEEP IT SIMPLE**
Remove non-value added steps.

✓ **LIMIT HANDOFFS**
Complete work end-to-end.

✓ **BUILT-IN QUALITY**
Do it right the first time.

✓ **SEE THE FLOW**
Spot issues early and fix fast.



MORE TIME. MORE DELAYS.
HIGHER COSTS. LOWER QUALITY.



LESS TIME. FEWER DELAYS.
LOWER COSTS. BETTER RESULTS.



THE FIX IS SIMPLE:
REMOVE COMPLEXITY. FOCUS ON FLOW.



SAVE TIME
SPEED UP
THE PROCESS



REDUCE COSTS
DO LESS OF WHAT
DOESN'T ADD VALUE

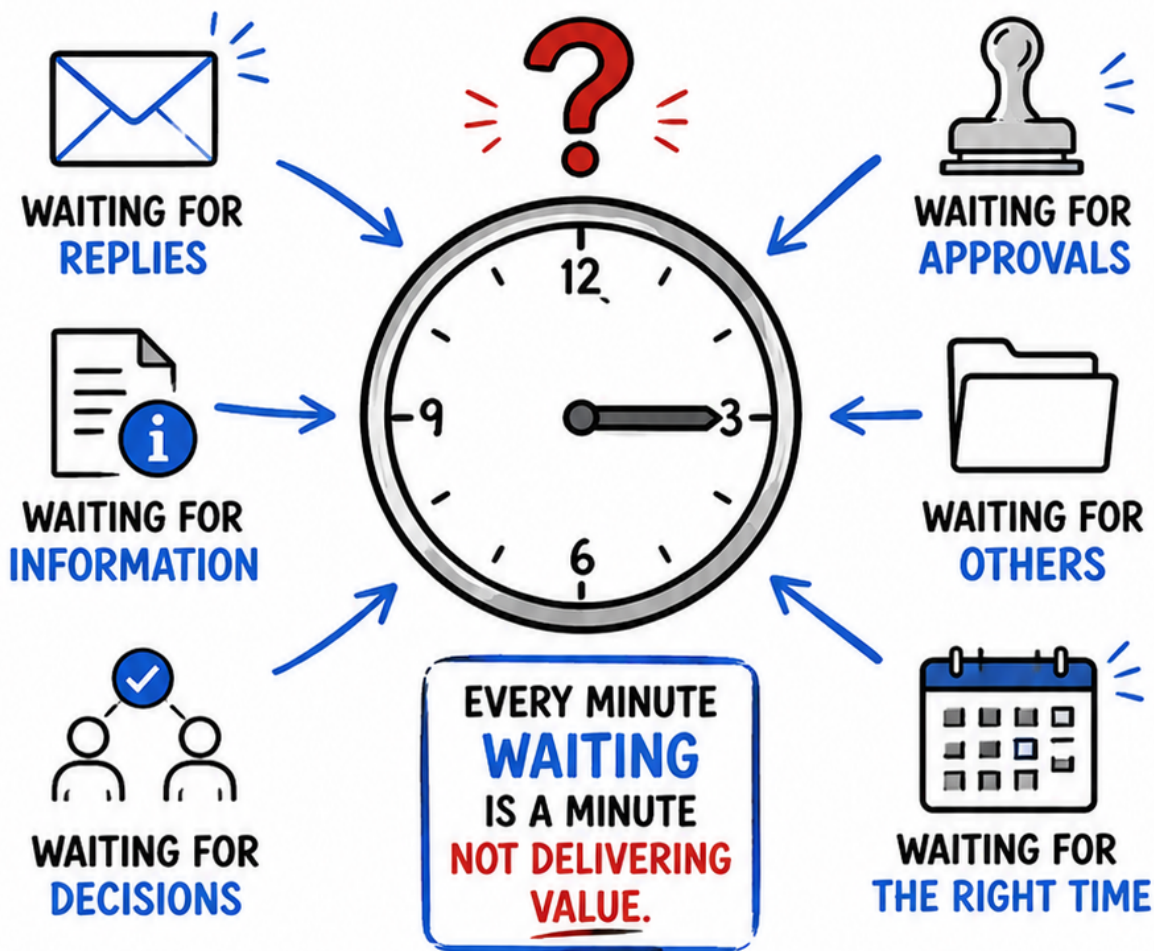



IMPROVE RESULTS
BETTER QUALITY.
HAPPIER CUSTOMERS.


→ **WORK SMARTER. NOT HARDER.** ←


THE MOST OVERLOOKED CAUSE OF DELAYS

IT'S NOT ALWAYS THE WORK.
IT'S OFTEN THE **WAITING**.



 **REDUCE WAITING**
SPEED UP THE PROCESS

 **IMPROVE FLOW**
GET WORK DONE FASTER

 **BETTER RESULTS**
HAPPIER TEAMS
HAPPIER CUSTOMERS

 **FOCUS ON FLOW.**
REDUCE WAITING. ELIMINATE DELAYS.

THE REAL REASON HANDOFFS FAIL

IT'S NOT A PEOPLE PROBLEM.
IT'S A **PROCESS** PROBLEM.



UNCLEAR EXPECTATIONS

People aren't sure what's needed.



MISSING INFORMATION

Critical details get lost.



POOR TIMING

Handed off too early, too late, or at the wrong time.



NO OWNERSHIP

Everyone thinks someone else is responsible.



NO STANDARD

Different handoffs, different results.



NO CONFIRMATION

No check that the handoff was received and understood.

BETTER HANDOFFS COME FROM **BETTER PROCESSES.**



DEFINE CLEARLY

Agree what needs to be done and by when.



SHARE WHAT MATTERS

Pass the right information, the right way.



HAND OFF AT THE RIGHT TIME

Follow the process and timing.



OWN IT

Clearly assign ownership on both sides.



CONFIRM & CLOSE

Check understanding and confirm receipt.



STRONG HANDOFFS. SMOOTHER WORK. BETTER RESULTS.

THE REASON IMPROVEMENTS DON'T STICK

IT'S NOT THE IMPROVEMENT.
IT'S THE **SYSTEM** AROUND IT.

THE REAL REASON

WHY IT HAPPENS

HOW TO FIX IT



NO CLEAR PURPOSE
People don't understand the "why".



The goal and benefits aren't clear.



MAKE THE WHY CLEAR
Communicate the goal, benefits and impact.



NO OWNERSHIP
Everyone thinks someone else is responsible.



Ownership isn't assigned or understood.



ASSIGN OWNERSHIP
One owner. Clear role. Full accountability.



POOR FOLLOW THROUGH
Focus fades after the initial push.



No plan to monitor or review progress.



TRACK & REVIEW
Set milestones, check progress, adjust early.



BARRIERS IGNORED
Problems get in the way and stop progress.



Issues aren't surfaced or removed.



REMOVE ROADBLOCKS
Make it easy to do the right thing.



NO STANDARDISATION
Old habits creep back in over time.



The new way isn't documented or embedded.



STANDARDISE & TRAIN
Document the new way. Train and reinforce it.



**GOOD IDEAS DON'T FAIL.
THE SYSTEM AROUND THEM DOES.**



**SUSTAIN IMPROVEMENTS
OVER THE LONG TERM**

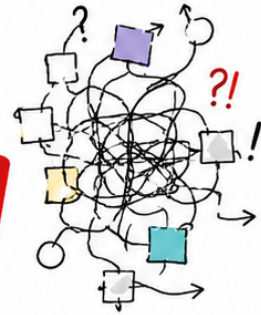


**CONTINUOUS IMPROVEMENT
BECOMES THE NORM**



**BETTER RESULTS
FOR EVERYONE**

WHAT TO DO WHEN YOUR WORKFLOW



IS MESSY

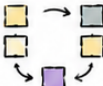
DON'T ADD MORE COMPLEXITY



Don't add more tools, steps or handoffs.



Don't rely on memory or ad-hoc communication.



Don't ignore duplication, rework or unclear steps.



Don't accept chaos as "just how it is".

DO THIS INSTEAD



MAP IT

See the whole process.
Find the pain points.



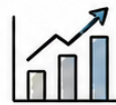
SIMPLIFY IT

Remove unnecessary steps, handoffs and decisions.



STANDARDISE IT

Create clear steps, roles and rules.
Make it repeatable.



IMPROVE IT CONTINUOUSLY

Measure, get feedback and make it better every time.



CLARITY CREATES FLOW.
SIMPLE SYSTEMS GET BETTER RESULTS.



FOCUS ON WHAT MATTERS
NOT WHAT'S COMPLICATED



ALIGN PEOPLE
ROLES, HANDOFFS & EXPECTATIONS
CLEAR



SAVE TIME
ELIMINATE WASTE & REDUCE FRICTION



BETTER FLOW
HAPPIER TEAMS
STRONGER RESULTS

→ LESS CHAOS. MORE FLOW. BETTER OUTCOMES. ←

WHY YOUR CHECKLIST KEEPS GETTING IGNORED

IT'S NOT THAT PEOPLE DON'T CARE.
IT'S THAT THE CHECKLIST **DOESN'T WORK.**

WHY CHECKLISTS GET IGNORED



TOO LONG

Overwhelming lists lead to instant skip.



TOO COMPLICATED

Hard to understand.
Hard to follow.



DISCONNECTED

Doesn't match the real workflow.



NO CLEAR VALUE

People don't see how it helps.

WHAT TO DO INSTEAD



KEEP IT SHORT

Only the essential steps.



MAKE IT SIMPLE

Clear, plain language.
Easy to follow.



ALIGN WITH WORKFLOW

Fit it into the real way work gets done.



SHOW THE BENEFIT

Save time. Reduce errors.
Improve outcomes.



**GOOD CHECKLISTS DON'T ADD WORK.
THEY MAKE GOOD WORK REPEATABLE.**



USE CHECKLISTS
THAT SUPPORT
GOOD WORK



MAKE IT EASY
TO DO RIGHT,
NOT JUST FAST



BUILD QUALITY
INTO EVERY
STEP



BETTER CHECKLISTS.
BETTER WORK.
BETTER RESULTS.

WHY YOUR DATA DOESN'T HELP

IT'S NOT A DATA PROBLEM.
IT'S A **USAGE** PROBLEM.

WHY YOUR DATA DOESN'T HELP



TOO MUCH DATA

More data creates more confusion, not better answers.



WRONG DATA

Inaccurate or incomplete data leads to the wrong decisions.



NO CONTEXT

Data without context doesn't explain what's really happening.



NOT ACTIONABLE

If it doesn't drive action, it's just noise.

WHAT TO DO INSTEAD



FOCUS ON WHAT MATTERS

Collect only the data that answers important questions. ✓



MAKE IT ACCURATE

Ensure data is clean, complete and reliable. ✓



ADD CONTEXT

Use insights, trends and root causes — not just numbers. ✓



DRIVE ACTION

Turn insights into clear decisions and next steps. ✓



BETTER DATA IS USEFUL.
THE RIGHT DATA, USED WELL, IS POWERFUL.



KNOW YOUR DECISIONS

Start with the decision, not the data.



KEEP IT SIMPLE

Clear data.
Clear insights.
Better outcomes.



REVIEW REGULARLY

Data changes.
Keep your insights up to date.



USE IT

Insights only create value when used.

⇒ **GOOD DATA INFORMS. GREAT DATA TRANSFORMS.** ⇒

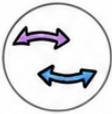
WHY YOUR PROCESS FEELS CHAOTIC

CHAOS ISN'T NORMAL.
IT'S A SIGNAL THAT SOMETHING IS **BROKEN**.

WHY IT FEELS CHAOTIC



UNCLEAR ROLES
People aren't sure who owns what.



CONSTANT CHANGES
Steps and priorities keep shifting.



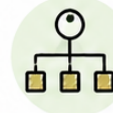
TOO MANY CHOICES
Too many decisions create confusion and delays.



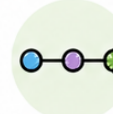
TOO MANY HANDOFFS
Information gets lost and work gets repeated.



WHAT TO DO INSTEAD



CLARIFY ROLES
Define who does what. Make ownership clear. ✓



STABILIZE THE PROCESS
Reduce unnecessary changes. Set a standard. ✓



SIMPLIFY DECISIONS
Reduce choices. Make the right path obvious. ✓



REDUCE HANDOFFS
Limit transfers. Keep information flowing. ✓



CLARITY CREATES FLOW.
SIMPLE PROCESSES GET BETTER RESULTS.



DEFINE THE GOAL
Everyone needs to know the desired outcome.



MAP THE PROCESS
See the whole picture. Find the pain points.



REMOVE THE EXTRA
Eliminate waste, duplicate steps and rework.



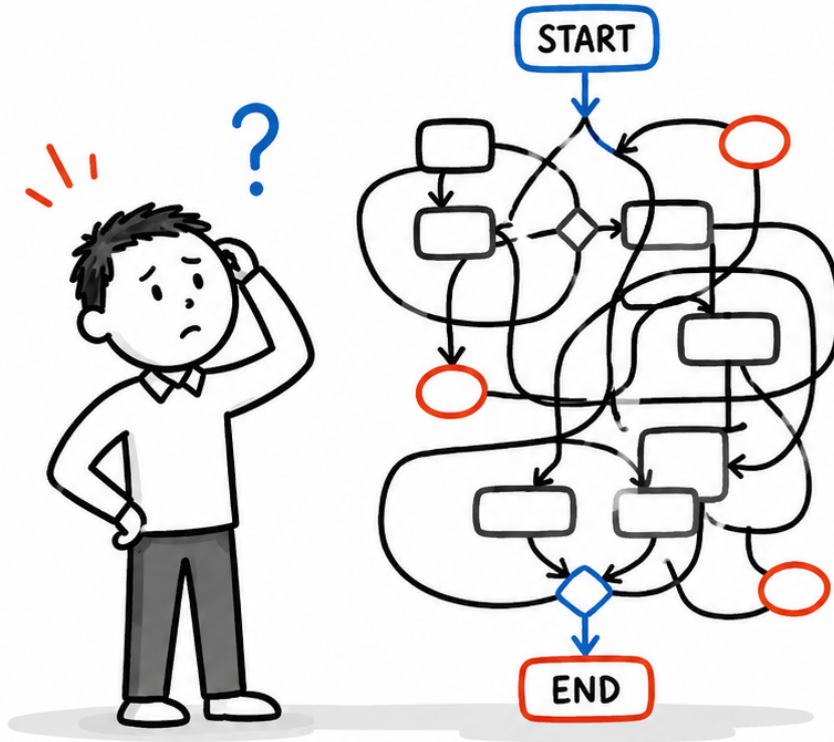
STANDARDIZE
Document the best way and make it repeatable.



IMPROVE CONTINUOUSLY
Measure. Learn. Make it better over time.

LESS CHAOS. MORE CLARITY. BETTER RESULTS.

WHY YOUR TEAM KEEPS MAKING THE SAME MISTAKE



Unclear processes. Unclear expectations.
Same results.

**YOUR TEAM ISN'T SLOW —
YOUR PROCESS IS.**



Fix the process.
Speed will follow.