

Standard Work Instruction / Job Aid Template

A more granular, step-by-step visual aid for one specific task, meant to sit next to someone while they work.

Task Name: _____

Role This Is For: _____

Prepared By: _____

Last Updated: _____

When To Use This

One sentence: what triggers this task.

What You'll Need

List every tool, material, or piece of information needed before starting.

Step-By-Step

STEP	WHAT TO DO	"DONE RIGHT" LOOKS LIKE
1		
2		
3		
4		

Common Mistakes

The 2–3 things people most often get wrong on this task, and how to avoid them.

Who To Ask If Something's Unclear

Name a specific person or role, not just "ask someone."

A job aid is short, visual, and meant to be glanced at mid-task. If this document is getting long enough to need its own table of contents, it's actually a full SOP and belongs in that format instead.