TEMPLATE HANDOFF LIBRARY

> **EST. IMPACT: 30–60 minutes per week**

WHAT'S HAPPENING

The same work keeps getting rebuilt.

The same emails are rewritten.

The same documents are reformatted.

The same explanations are repeated.

Each instance feels small, but the **cost is cumulative.**
Time is lost not doing the work, but restarting it.

THE FIX

Create a Template Handoff Library.

Any email, document, or task you perform **more than once a week** becomes a template.

Each template defines:

- **What this is**
- **When to use it**
- **What "done" looks like**

When the work appears again, you start from the template and adjust details instead of rebuilding from zero.

ADDITIONAL NOTES

- Templates can be PDFS, Word docs, email drafts, or shared files. The format doesn't matter as long as it's reusable.

- Build templates so only names, dates, or a few fields need to **change.**

- If you copy and paste something more than twice, it should live in the library.

- Keep templates close to where you work so using them is faster than starting fresh.