

THE
5-MINUTE
DOCUMENTATION
RULE



The 5 Minute Documentation Rule

A simple way to stop being the bottleneck business in your digital business

Why this matters

If you run a digital business on your own, documentation often feels like extra work you do not have time for.

In reality, most daily frustration comes from explaining the same things again and again.

This rule helps you decide what is worth documenting and what is not, without turning your business into paperwork.

The rule

If a task takes more than 5 minutes to explain, it should be documented.

If it takes **less than 5 minutes**, happens rarely, and has low impact, it does not need documentation yet. That is the filter.

What this rule prevents

- Writing processes nobody uses
- Documenting low value tasks
- Overcomplicating systems
- Waiting for the perfect time to start



Good documentation removes friction.

Bad documentation creates it.

Document these first

Focus on tasks that:

- People ask you about repeatedly
- You explain slightly differently each time
- Slow things down when only you are available
- Directly affect customers or revenue
- Rely on your instinct rather than clear rules

If you are interrupted about something often, it is already costing you time.

You can ignore these for now

Do not document:

- One off tasks unlikely to repeat
- Highly creative work that needs judgment
- Things that already run well without you
- Rare edge cases that will be forgotten



Not everything needs a system.

Start where relief is immediate.

A quick decision test

Ask yourself:

- Have I explained this more than once?
- Does this slow things down when I am busy?
- Would someone struggle to figure this out alone?

If yes, it qualifies.

How to start today

Open a blank document and write:

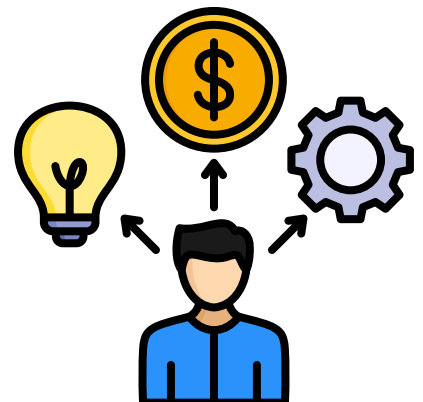
- When this task starts
- The main steps involved
- How you know it is finished
- What usually goes wrong

That is enough. Rough notes beat perfect systems that never exist.

The real point

This is not about manuals.

It is about breathing room.



Every process you document once is a conversation you never need to repeat.

That is how solo businesses become calmer and easier to run.