

Dysfunctional Workflow Guide

Dysfunctional Workflow

Identifying Bottlenecks & Inefficiencies

Workplace dysfunction often stems from poor communication, unclear roles, and lack of accountability. The flowchart below illustrates a typical breakdown in workflow.

Solutions for a Streamlined Workflow:

1. **Clarify Roles & Responsibilities:** Ensure each team member understands their tasks.
2. **Improve Communication Channels:** Use structured meetings and concise messaging.
3. **Implement Clear Decision-Making Processes:** Define authority levels.
4. **Recognize & Reward Efforts:** Motivate employees with timely feedback.
5. **Set Measurable Goals:** Create transparency with KPIs and progress tracking.

