

REAL PRODUCT PREVIEW

Office Productivity PDF Guide

Document control system, approval workflows, admin routines, and office productivity checklist.

[PDF guide](#)[6-page PDF guide](#)[Workflow guidance](#)

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Office Productivity PDF Guide

Purpose: create a repeatable office document system that reduces missed approvals, duplicate files, and unclear ownership.

Use this guide as a working operating note for admin teams, office managers, founders, and support staff.

Core principle: every recurring document should have an owner, status, review date, storage location, and next action.

Minimum register fields: document name, owner, department, version, status, review date, location, and approval evidence.

Quality target: one current working copy, one issued PDF copy where needed, and a clear archive rule for old versions.

Cover, inner screenshots, and the sample PDF are generated from the product files used for sale.



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Weekly Admin Review

Check open invoices, proposals awaiting decision, expiring contracts, overdue approvals, and missing evidence.

Confirm that templates used during the week were current and not copied from an old client file.

Review document requests that have no owner or deadline and assign action before they become urgent.

Archive superseded versions and keep one current working copy per active document.

Escalate documents blocked by missing approval, payment confirmation, or source material.

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Approval Workflow

Request: capture owner, purpose, source material, deadline, and decision-maker before drafting starts.

Draft: use a controlled template and keep assumptions visible until the reviewer approves them.

Review: assign reviewer, due date, and decision status. Avoid untracked comments across multiple files.

Approval: record final approver, approval date, version, and any condition attached to approval.

Release: share the approved file only from the controlled location.

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