

Workflow Cheatsheet

What Is A Workflow?

A workflow is all the steps you have to take from start to finish to complete something

Why Is My Workflow Important?

Your workflow can actually impede your ability or desire to do the thing that you want to be doing. So in the case of editing photos, you may want to edit your photos but never be motivated to actual do the edits because your workflow gets in your way. \

How To Evaluate Your Workflow

1. Document all the major steps in your workflow

In this step we're not going for details, but the major steps along the way. As such you may be able to do this without actually going through the process.

Example steps for editing photos:

- Importing images
- Organizing images
- Culling images
- Making edit selections
- Editing selected images
- Share or deliver images

2. The next time you go through the actual process, document every step you take along the way.

This is the worst part of the process, but is absolutely necessary. Make sure you document every step, and most importantly, make sure you document anything in the process that frustrates you.

Example of documentation:

Importing images

Plug SD card into reader (I hate plugging the card into the back of the camera)

Open Lightroom

Hit import button

Review images for import (Trying to sort through images in the import dialog sucks)

Make import selection (I'm always worried I'll miss some images when I make a selection)

Select import folder (I hate having to go through the import process multiple times to keep my images organized)

Click "import"

3. Review the steps and look for ways to automate or simplify the process.

This is the most abstract part because your workflow is unique to you and how you work. The best advice I can offer is to identify the problem, and then look for solutions to that problem. Sometimes it will be moving the step, sometimes it might be automating the step, and sometimes it might mean making changes to your physical work space.

4. Review the changes

After making changes it's always good to be conscious of how the new system is working for you. Make any notes as you test the new workflow out.

NOTES

Don't try to evaluate your entire workflow all at once. This is an overwhelming and exhausting task. Instead take it one step at a time. Sometimes it'll be one big step (like Importing photos), and sometimes it'll be one sub step (like figuring out the best way to make edit selections).

Sometimes you'll find yourself pouring hours into looking for a solution. Don't get discouraged, and don't think of this as wasted time. Finding the right solution can pay huge dividends once you implement.

On the flip side of that, perfect is the enemy of good. It's absolutely worth tweaking your workflow, but do not let the pursuit of a perfect workflow keep you from doing the actual work.