

The How-To Guide of How-To Guides

- 1 Surface key team knowledge gap(s)
- 2 Understand your target audience
- 3 Identify processes



- 4 Create an outline
- 5 Define actionable steps
- 6 Add images and examples



- 7 Include tips and resources
- 8 Review and publish
- 9 Distribute and optimize

How To Make A Guide

Rachel Sandford



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