

PLAYBOOK

The Rework Reduction Playbook

Cut rework by 60% in 90 days

Rework Costs You 40% of Your Time

THE PROBLEM

Most businesses spend 40% of their time redoing work that was not done right the first time. That is 2 days per week lost to rework.

The problem is not the people. The problem is that no one designed quality checkpoints into the workflow.

WHY IT HAPPENS

Work gets submitted without review. Mistakes get caught after the work is live. Then you spend hours fixing what should have been caught in 5 minutes.

The solution is not more checking. It is smarter checkpoints at the right stages.

Design your checkpoints. Quality follows structure.

The 4-Step Rework Reduction Framework

1

Identify Rework Triggers

Track what causes rework. Is it unclear instructions? Missing information? Lack of review? Write down the top 3 triggers.

2

Install Quality Checkpoints

Add a checkpoint before each trigger. If unclear instructions cause rework, add a clarity check before work starts.

3

Track Rework Rates

Measure how often work gets redone. Track it weekly. If rework is dropping, your checkpoints are working.

4

Review and Refine

Every 30 days, review your rework rate. If it is not dropping, adjust your checkpoints. If it is dropping, keep going.

Calculate Your Rework Cost

THE FORMULA

Your hourly rate

× Hours spent on rework per week

× 52 weeks

= Annual rework cost

EXAMPLE

If you earn \$150/hour and spend 8 hours per week on rework:

$\$150 \times 8 \text{ hours} \times 52 \text{ weeks} = \text{\$62,400 per year}$ lost to rework

Most businesses underestimate their rework cost by 50%. Track it for one week and you will see the real number.

Your 60-Minute Implementation Plan

NEXT STEPS

- 1 List all tasks that get redone
- 2 Identify the top 3 rework triggers
- 3 Install a checkpoint before each trigger
- 4 Track rework rate for 30 days

TIME BREAKDOWN

Total: 60 minutes

Step 1: List tasks (20 min)

Step 2: Identify triggers (15 min)

Step 3: Install checkpoints (15 min)

Step 4: Track rework (10 min)

Common Mistakes to Avoid

WHAT NOT TO DO

Blaming People Instead of Fixing the Process

Rework is a process problem, not a people problem. Fix the workflow, not the person.

Adding Too Many Checkpoints

More checkpoints do not mean less rework. Focus on the right checkpoints, not more checkpoints.

Not Tracking Rework Rates

If you do not measure rework, you will not know if your checkpoints are working. Track it weekly.

Treating All Rework the Same

Some rework costs \$50, some costs \$5,000. Focus on the high-cost rework first.

Skipping the Root Cause Analysis

Do not just fix the symptom. Find the root cause and fix that instead.

Not Reviewing Checkpoint Effectiveness

Review your checkpoints every 30 days. If they are not reducing rework, change them.

Ready to Cut Rework?

Download the Complete Templates

Get the complete 4-step framework, rework calculator, and reduction templates.

[Download templates](#) →

Book a Strategy Call

I will audit your current rework levels, identify the root causes, and design a system to cut rework by 60%.

[Check to see if you qualify](#) →

ABOUT REMOTEE

I help Australian businesses reclaim their time by building compliance-ready delegation systems. I do not just place people. I build the systems, train the team, and give you ongoing support.

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