

Build a personal ops wiki so you stop re-solving problems

For solo operators running the whole business.

Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

Solo operators re-learn their own business every quarter.

Suggested stack

Notion/Nexarch wiki with templates. Primary tools: Notion, Nexarch, Obsidian.

Do this

1. Create pages: Deploy, Incident, Refund, Onboarding, Offboarding.
2. After any painful incident, write the runbook the same day.
3. Link runbooks from your phone home screen.
4. Optional: keep business assets organized in [Nexarch](<https://nexarchapp.com>).

Operator tip

If it took more than 20 minutes to figure out once, document it.

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