

WAKE UP X SOLUTIONS

THE WAKE UP X MASTER SOP

Documentation, Frameworks, Workflows and Operating Systems

Verified Edition

Securing Tomorrow. Empowering Today.

This edition has been reconciled line by line against the live Wake Up X production website. Every correction is logged in Section 2.

Document Control

Field	Value
Document ID	WUX-SOP-001
Version	3.0 (Verified Edition). Supersedes v1.0 and v2.0.
Status	Master Operating SOP
Owner	Wake Up X Solutions
Applies To	Wake Up X career library, frameworks, worksheets, trackers, templates, playbooks and related documentation
Primary Source Set	Wake Up X Library Complete (all in one PDF), Job Interview Blueprint, Job Interview KPI Master Form, Quick Start Guide, Interview Cheat Sheet, Story Bank Worksheet
Alignment Basis	site.js (WUX_BOOKS, WUX_LIBRARY, WUX_PATHS, WUX_BONUS), index.html, library.html, resources.html on wakeupxpodcast.com
Review Cadence	Quarterly, and immediately after a material process or content change
Core Principle	Frameworks explain how to think. SOPs explain how to execute. Evidence proves the process was followed.

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Final Operating Statement

1. Executive Summary

This SOP converts the existing Wake Up X documentation ecosystem into a formal operating system. The source material already contains repeatable systems, step by step procedures, checklists, templates, worksheets, runbooks, trackers, dashboards, review mechanisms and decision frameworks.

This document does not replace those assets. It establishes how they fit together, when they are used, how they are maintained, how framework content is converted into executable SOPs, how work is documented, how completion is proven, how performance is measured and how the system improves over time.

The operating model is deliberately evidence based. A process is not considered complete merely because someone read the material. Completion requires the expected action, artifact, record, decision or measurable result.

What changed in this edition

Version 1.0 of this SOP was written from memory of the library rather than from the shipped product. This edition was reconciled against both the live production website and the full extracted text of all 12 books and the five toolkit assets. That process found one material factual error, two routing errors, and one framework name that does not exist. All four are corrected here, and every remaining framework name now carries a source citation in Appendix C.

MATERIAL CORRECTION Version 1.0 described a "ten book architecture" and a "Books 1 to 9" playbook layer. The Wake Up X library is 12 books. This is verified three separate ways: the WUX_BOOKS object in site.js defines exactly 12 entries, the live library page renders exactly 12 book cards, and the all in one bundle is 642 pages, which is the exact sum of the 12 individual books. The book count is canonical and is corrected throughout this edition.

2. Verification and Alignment Audit

Every claim in version 1.0 was checked twice: against the production website and its source code, and against the full extracted text of all 12 books and the five toolkit assets. The findings are recorded below so the correction trail is auditable rather than silent.

2.1 Confirmed aligned

These version 1.0 claims were verified as accurate and carried forward unchanged.

Claim	Verification
DECODE is the foundational blueprint	WUX_BOOKS lists decode-playbook as "Book 0". Three live pages describe it as "the foundation of the entire library".
Six level path exists	resources.html states "the six level path from Entry to Executive".
Curiosity Compass is a real framework	Named on index.html, library.html, resources.html and in the library gate copy in site.js.
Story and Mindset layers exist	WUX_BOOKS marks "I Just Have To Wake Up" and "Comfort Is Expensive" with num "The story layer".
STAR is used for interview stories	library.html describes the Story Bank Worksheet as "six to ten real STAR stories".
All five interview bundle assets exist	WUX_BONUS lists all five and all five files are present on disk under /ebooks/bonus/.
Wake Up X Library Complete exists	WUX_ALL_IN_ONE points to /ebooks/wake-up-x-library-complete.pdf.

2.2 Corrected

These version 1.0 claims contradicted the shipped product and have been corrected.

Item	Version 1.0 said	Corrected to match the site
Book count	"Ten book architecture" and "Books 1 to 9"	12 books: DECODE as Book 0, Books 1 to 9, plus two unnumbered story layer books.
Book 3 title	Listed as "Think Like a Cybersecurity Professional" in one place and implied elsewhere	Full canonical title is "Think Like a Cybersecurity Professional". The short form "Think Like a Pro" is the file id only, never the display title.
Skills routing	Route skill sharpening to "Security, AI, Level Up"	The live skills path is DECODE, Think Like a Cybersecurity Professional, AI for IT and Cybersecurity, Build It. Level Up is not in this path.
Business routing	One combined route for business, consulting, brand and leadership	The site splits these into two distinct paths: Path 03 Business and Consulting, and Path 04 Brand, Lead and Grow.
Path naming	Ad hoc descriptive names	The site uses fixed labels. Path 01 Breaking into Cyber, Path 02 Sharpen Security and AI Skills, Path 03 Business and Consulting, Path 04 Brand, Lead and Grow, plus "the whole library".

2.3 Framework names, verified against the books

Version 1.0 named 18 frameworks. Every one was checked against the full extracted text of all 12 books and the five toolkit assets. Seventeen are real and are used in this edition with the spelling the source book gives them. One is not a Wake Up X term and has been corrected. The complete index, with expansions and source books, is Appendix C.

Framework	Verdict	Where it is defined
T.R.A.C.K.	Confirmed	Book 1, Break In, Part Two, Chapter 3: "T.R.A.C.K.: The Application System"
The Four Gates	Confirmed	Book 1, Break In, Chapter 1
Bullet Bank	Confirmed	Book 1, Break In: "Appendix: Templates, Scripts, and the Bullet Bank"
STAR	Confirmed	Book 1, Break In: "The STAR Method, Practically"
The Documentation Wheel	Confirmed	Book 2, Build It
The Runbook Skeleton	Confirmed	Book 3, Think Like a Cybersecurity Professional
The Tuning Record	Confirmed	Book 3, Think Like a Cybersecurity Professional
The Triage Loop	Confirmed	Book 3, Think Like a Cybersecurity Professional
V.A.L.U.E.	Confirmed	Book 4, Business First
The Value Translation	Confirmed	Book 4, Business First
Risk Sentence	Confirmed	Book 4, Business First
The Discovery Ladder	Confirmed	Book 8, The Consultant Mindset, Part One, Chapter 2
The Verification Gate	Confirmed	Book 6, AI for IT and Cybersecurity: "Appendix: Prompts, Patterns, and the Verification Gate"
Curiosity Compass	Confirmed	DECODE, Book 0
Connection Flywheel	Confirmed	DECODE, Book 0, described there as a full framework
The Reputation Loop	Confirmed	DECODE, Book 0: "make your value visible"
The Decision Filter	Confirmed	DECODE, Book 0: "The Wake Up X Decision Filter"
Career Health Score	Confirmed	DECODE, Book 0, five areas rated quarterly
The Executive Dashboard	Confirmed	DECODE, Book 0
The personal board	Confirmed	DECODE, Book 0
Success File	Confirmed	Referenced in the first ninety days plan
STAR-R	CORRECTED	Not a Wake Up X term. STAR has four elements: Situation, Task, Action, Result. The reflection step v1.0 meant is the LESSON field on the Story Bank Worksheet.

2.4 Omitted from version 1.0 and now added

Two operating facts govern how the library actually routes visitors. Neither appeared in version 1.0, and an operator following version 1.0 would have routed people incorrectly.

Fact one: there are two deliberate taxonomies, not one

Wake Up X runs two separate and intentional routing systems. They are not a duplication and must not be merged without an explicit decision from the owner, because merging requires splitting the leadership path.

	Goal based	Topic based
Object	WUX_LIBRARY	WUX_PATHS
Question it answers	What are you trying to do	What do you want to learn
Where it runs	The Pick Your Path wizard on the library page	The Find My Path selector on the homepage
Keys	breakin, skills, business, lead, everything	cyber, it, leadership, business, fundamentals
Gated	Yes, email gated funnel	No, open front door

The recommendation renderer answers to both key sets, so both taxonomies work simultaneously without being merged.

Fact two: everything in the library is free

No SOP, checklist or piece of copy may imply that a book, the bundle or the toolkit costs money. The only exceptions are Work With Me, which is genuinely paid, and Coming Soon items, which are not launched. Both carry an inline flag on the site.

3. Purpose and Scope

Purpose

The purpose of this Master SOP is to create a repeatable method for turning Wake Up X knowledge into operational procedures that can be executed, taught, audited, measured, improved and delegated.

The ultimate objective is to reduce dependence on undocumented knowledge. Knowledge should not live only in someone's head. A properly documented process should allow a competent person to understand:

1. What starts the process.
2. What information is needed.
3. What actions must be taken.
4. What decisions may need to be made.
5. What output is expected.
6. What proves the process was completed.

Scope

This Master SOP applies to career path routing and library navigation, job search processes, resume tailoring, networking, referrals, interview preparation, interview execution, post interview follow up, offer negotiation, home lab projects, portfolio documentation, cybersecurity triage, detection tuning, incident response, runbook execution, business processes, GRC, risk communication, proposal development, leadership documentation, success tracking, AI assisted work, AI verification, automation design, personal branding, content cadence, consulting discovery, consulting scope, engagement management, career reviews, long term employability, and SOP creation, maintenance, versioning and retirement.

4. Wake Up X Documentation Architecture

Wake Up X operates across multiple documentation layers. The SOP layer sits across the system rather than replacing the existing educational material.

Layer	Source Asset	Operating Role
Story	I Just Have To Wake Up (unnumbered, story layer)	Mission, origin, credibility and human context
Mindset	Comfort Is Expensive (unnumbered, story layer)	Behavioral framing and the reason behind action
Blueprint	DECODE: The Wake Up X Playbook (Book 0)	Master map, six level path from Entry to Executive, Curiosity Compass and core frameworks
Playbooks	Books 1 to 9	Problem specific procedures, exercises, checklists, templates and operating patterns
Bundle	Wake Up X Library Complete (642 pages)	All 12 books in one navigable file
Toolkit	Five interview bundle assets	Blueprint, Cheat Sheet, Quick Start Guide, Story Bank Worksheet, KPI Master Form

Layer	Source Asset	Operating Role
SOP Layer	This document plus future SOPs	Turns repeatable source material into controlled execution procedures

The 12 books, canonical

Number	Title	Primary use
Book 0	DECODE: The Wake Up X Playbook	Start here. Maps the whole library.
Book 1	Break In	Land the first role.
Book 2	Build It	Real skills and a real lab.
Book 3	Think Like a Cybersecurity Professional	Security reasoning.
Book 4	Business First	Turn a technical win into business language.
Book 5	Lead Without a Title	Influence before authority.
Book 6	AI for IT and Cybersecurity	Using AI in technical work.
Book 7	Build Your Brand	Be findable before you need to be.
Book 8	The Consultant Mindset	Think like the outside expert.
Book 9	Level Up	Grow without burning yourself out.
Story layer	I Just Have To Wake Up	Origin and mission.
Story layer	Comfort Is Expensive	Mindset and motivation.

Operating principle

Story to Mindset to Blueprint to Playbooks to SOPs to Execution to Evidence to Measurement to Improvement.

5. Source of Truth Rules

1. DECODE is the foundational terminology and career map reference.
2. Other playbooks should not contradict the core architecture unless an intentional update is approved.
3. When multiple documents contain the same process, the most current approved SOP becomes the execution source of truth.
4. The original book or framework remains the educational source.
5. Framework names should remain stable unless there is a deliberate terminology change.
6. A framework name must be verifiable in a shipped Wake Up X asset before it is used in a controlled SOP. Unverified names are flagged, not assumed.
7. The distinction between framework, SOP, checklist, template, worksheet, tracker, reference and educational narrative must be preserved.
8. User facing material should teach the reasoning.
9. SOPs should tell the operator what to do, when to do it, what to record and what constitutes completion.

10. No process should require undocumented institutional memory when a reasonable operator could follow a documented procedure.
11. Examples are examples. Examples must not be presented as evidence of a user's actual experience.
12. AI output must pass the verification gate before publication or operational use.
13. The library is 12 books. Any document stating a different count is out of date and must be corrected, not reconciled.
14. Nothing in the library may be described as paid. The library is free.
15. The two taxonomies are deliberate. Do not merge WUX_LIBRARY and WUX_PATHS without an explicit decision from the owner.

6. Source Utilization Audit

Source Document	What we can reuse	SOP treatment
Wake Up X Library Complete	12 book architecture, six level path from Entry to Executive, Curiosity Compass, and the technical and business workflows carried in Books 1 to 9	Master architecture, routing logic, SOP catalog and operating principles
Job Interview Blueprint	End to end interview process, story structure, technical reasoning, incident reasoning, research, interview day behavior, post interview documentation, follow up timing, negotiation, ATS and AI screening, cover letter and market rate procedures	Job Search SOP and Interview SOPs (003 to 009)
Job Interview KPI Master Form	Start Here routing, Dashboard, Application Log, Networking and Referrals, Interview Prep Checklist, Story Bank, Follow Up Tracker, Offer Negotiation, Blueprint Reference and resources	Execution control system and evidence repository
Quick Start Guide	Five document operating sequence, same day logging, weekly rhythm, dashboard cadence and which asset to use at each stage	Front door user SOP and weekly operating cadence
Interview Cheat Sheet	Company, role, problems, why role, proof points, stories, skills, gaps and questions	Pre interview checklist artifact
Story Bank Worksheet	Story categories, Situation, Task, Action, Result, Lesson, follow up questions and readiness	Interview evidence preparation SOP
KPI Tracker Formulas	Response, interview, offer and rejection funnel, preparation completeness, confidence, story readiness, thank you compliance, tailoring, networking and referral metrics	KPI definitions and review rules

7. Standard SOP Anatomy

Every future Wake Up X SOP should use the same structure.

- 1. SOP ID and Title.** A unique identifier and clear descriptive title.
- 2. Purpose.** What outcome the process exists to produce.
- 3. Trigger.** What event starts the procedure.
- 4. Owner.** Who is responsible for performing or maintaining the process.
- 5. Inputs.** What information, documents, tools or prerequisites are required.
- 6. Procedure.** Numbered actions in execution order.
- 7. Decision Points.** Where the process may branch.
- 8. Outputs.** What artifact, decision or result should be produced.
- 9. Evidence.** What proves the procedure was completed.
- 10. Quality Control.** What must be checked before completion.
- 11. Exceptions and Escalation.** What happens when the normal path fails.

12. KPIs. What should be measured.

13. Related Assets. What frameworks, templates, trackers or worksheets support execution.

14. Review Cadence. How often the SOP should be reviewed.

8. Master Documentation Operating Workflow

This is the SOP for creating or updating any Wake Up X operational documentation.

1. Identify the recurring activity or decision that needs consistency.
2. Locate the existing source material before creating anything new.
3. Extract the existing framework, steps, checklist, template, tracker and examples.
4. Classify each element as framework, SOP, checklist, template, worksheet, tracker, reference or educational narrative.
5. Preserve source terminology unless there is an approved reason to change it.
6. Verify every framework name against a shipped asset. Flag anything that cannot be verified.
7. Convert execution material into the standard SOP anatomy.
8. Define trigger, owner, inputs, outputs and evidence.
9. Add decision points and exception handling where the source material supports them.
10. Define KPIs only where measurement provides meaningful operational value.
11. Link the SOP to the exact source assets the operator should use.
12. Run a completeness review. Ask: can a competent person execute this without asking Efen what to do next?
13. Run an evidence review. Ask: can the operator prove the procedure happened?
14. Run a consistency review against DECODE and other approved SOPs.
15. Run a site alignment review. Confirm book counts, book titles, path names and pricing claims match the live product.
16. Assign version, owner and review date.
17. Publish the approved SOP.
18. Update the Master SOP Catalog.
19. Retire or mark superseded versions.
20. Maintain only one current execution source of truth.

9. Master SOP Catalog

ID	SOP (click to jump)
WUX-SOP-001	Documentation Governance and Lifecycle
WUX-SOP-002	Library Navigation and Path Selection
WUX-SOP-003	Job Search and T.R.A.C.K. Execution
WUX-SOP-004	Resume Tailoring and Bullet Bank
WUX-SOP-005	Networking and Referral Execution
WUX-SOP-006	Interview Preparation
WUX-SOP-007	Interview Execution and Evidence Capture
WUX-SOP-008	Post Interview Follow Up
WUX-SOP-009	Offer Review and Negotiation
WUX-SOP-010	Home Lab Project: Build, Break, Document, Explain
WUX-SOP-011	Portfolio Documentation
WUX-SOP-012	Security Alert Triage
WUX-SOP-013	Detection Tuning and Tuning Record
WUX-SOP-014	Incident Response and Runbook Execution
WUX-SOP-015	Business Proposal, Risk and GRC Workflow
WUX-SOP-016	Success File, Visibility and the Reputation Loop
WUX-SOP-017	AI Assisted Work and Verification Gate
WUX-SOP-018	Automation Design, Test and Failure Documentation
WUX-SOP-019	Brand Profile and Content Cadence
WUX-SOP-020	Consulting Discovery, Scope and Engagement Rhythm
WUX-SOP-021	Career Review, Employability and Long Game
WUX-SOP-022	SOP Review, QA, Versioning and Retirement

NAMING NOTE Every SOP title uses the framework name exactly as the source book spells it, including the periods in T.R.A.C.K. and V.A.L.U.E. Appendix C maps all 22 named frameworks to the book and chapter that defines them.

10. The Standard Operating Procedures

WUX-SOP-001: Documentation Governance and Lifecycle

Trigger

A new process is proposed, an existing process changes, a conflict is discovered, or a review date arrives.

Owner

Documentation Owner or designated reviewer.

Inputs

- Source documents
- Current SOP
- Change request
- Related templates
- Related trackers

Procedure

1. Identify the business or user need.
2. Identify the recurring process.
3. Search the existing Wake Up X library before drafting new material.
4. Select the authoritative source.
5. Capture existing terminology and verify it against a shipped asset.
6. Classify the material.
7. Determine whether the need is a new SOP, a revision, a checklist, a template or a reference.
8. Draft using the standard SOP anatomy.
9. Review for completeness, consistency, evidence and usability.
10. Assign version, owner and review date.
11. Publish the approved version.
12. Update navigation.
13. Mark prior versions as superseded.

Outputs

An approved SOP or a documented decision not to create one.

Evidence

- Version record
- Approval or review record
- Updated Master SOP Index

Quality Control

The reviewer confirms that a user can identify the trigger, the steps, the output and the completion evidence.

Exceptions

- Conflicting sources
- Missing owner
- Unsupported claims
- Material requiring external verification

KPIs

- Open documentation changes
- Review dates met
- Unresolved documentation conflicts

WUX-SOP-002: Library Navigation and Path Selection

REWRITTEN This SOP was rewritten to match the live routing. Version 1.0 collapsed business, consulting, brand and leadership into a single route, and sent skill sharpening users to Level Up. Neither matches the shipped site. The routing tables below are taken directly from WUX_LIBRARY and WUX_PATHS.

Trigger

A user enters the Wake Up X system and needs a starting point or next resource.

Owner

User, mentor or content operator.

Inputs

- Current goal
- Experience level
- Immediate problem

Procedure

1. Determine whether the user needs story or mindset, the career map, or a specific playbook.
2. Use DECODE when the user needs the overall career map. DECODE is Book 0 and is the correct answer whenever the user is unsure.
3. Use the problem specific playbooks when the user has a specific current problem.
4. Choose the correct taxonomy. If the user is describing a goal ("I am trying to get hired"), use the goal based library paths. If the user is describing a subject ("I want to learn cloud"), use the topic based homepage paths.
5. Route using the tables below exactly as written. Do not improvise a path.
6. If uncertain, offer the complete library rather than forcing a narrow category.
7. Confirm the user knows the material is free.

Goal based routing, the library wizard

Path	Goal	Books in order
Path 01	Breaking into Cyber	DECODE, Break In, Build It, Think Like a Cybersecurity Professional, Build Your Brand

Path	Goal	Books in order
Path 02	Sharpen Security and AI Skills	DECODE, Think Like a Cybersecurity Professional, AI for IT and Cybersecurity, Build It
Path 03	Business and Consulting	DECODE, Business First, The Consultant Mindset, Build Your Brand
Path 04	Brand, Lead and Grow	DECODE, Lead Without a Title, Level Up, Business First
All	The whole library	The all in one bundle plus every individual book

Topic based routing, the homepage selector

Topic	Start with	Also
Cybersecurity	Break In	Think Like a Cybersecurity Professional, Build It
IT and Technology	Build It	Break In, AI for IT and Cybersecurity
Leadership	Lead Without a Title	Level Up, DECODE
Entrepreneurship and Business	Business First	The Consultant Mindset, Build Your Brand
Fundamentals and Professional Skills	DECODE	Build Your Brand, Comfort Is Expensive

Selected resource path and next action.

Evidence

- Recorded path
- Selected resource
- Next mission

Quality Control

The selected resource must directly address the user's current problem, and the books named must match the routing tables above.

Exceptions

If the user's situation spans multiple tracks, select the smallest useful starting point and document the secondary resources.

KPIs

- Path completion
- Resource usage
- Next action completion

WUX-SOP-003: Job Search and T.R.A.C.K. Execution

SOURCE T.R.A.C.K. is defined in Book 1, Break In, Part Two, Chapter 3, as "T.R.A.C.K.: The Application System". It stands for Tailor, Research, Apply, Connect, Keep following up. Its stated mission is to replace spraying applications with a repeatable sequence that gets responses.

Trigger

A target job opening is identified.

Owner

Job seeker.

Inputs

- Job posting
- Current resume
- Bullet Bank
- Contact information
- Network information
- Application tracker

T: Tailor

1. Compare the posting against the Bullet Bank.
2. Retarget the resume.
3. Ensure claims are honest.

R: Research

1. Understand the organization.
2. Understand the role.
3. Understand the team.
4. Understand the problem the employer is likely trying to solve.
5. Identify relevant people where appropriate.

A: Apply

1. Submit the targeted application.
2. Immediately log the application.

C: Connect

1. Identify a real person where appropriate.
2. Create a genuine connection.
3. Do not treat networking as asking for a favor.

K: Keep Following Up

1. Record the follow up date.
2. Follow the appropriate follow up sequence.
3. Update the tracker.
4. Review weekly rather than judging performance from a single day.

Related framework: The Four Gates

Book 1 frames every opening as four gates rather than one, because an application does not fail once, it fails at a specific gate, and each gate has a different fix.

- Gate 1, the database gate. Do the posting's words appear in your resume? The fix is tailoring.
- Gate 2, the skim gate. In roughly six seconds, does the top third of your resume prove you understand this specific role? The fix is a targeted headline and evidence bullets.
- Gate 3, the risk gate. Is there any signal that reduces the manager's risk, such as a referral, a portfolio, a shared connection or provable work? This is the highest leverage move.
- Gate 4, the conversation gate. Can you tell the story of your work clearly, out loud, under mild pressure?

Outputs

- Tailored application
- Updated tracking records

Evidence

- Application Log row
- Resume tailored field
- Contact record
- Follow up record

Quality Control

Posting specific language must be represented honestly.

Exceptions

- Posting withdrawn
- Information incomplete
- Contact outreach inappropriate

KPIs

- Applications sent
- Tailoring rate
- Response rate
- Interview conversion
- Referral rate

WUX-SOP-004: Resume Tailoring and Bullet Bank

SOURCE The Bullet Bank is a named appendix in Book 1, Break In: "Appendix: Templates, Scripts, and the Bullet Bank". The six second test is Gate 2 of the Four Gates in the same book.

Trigger

A new target posting is selected, or a material project or result is completed.

Owner

Job seeker or content operator.

Inputs

- Job posting
- Master resume
- Bullet Bank
- Project evidence

Procedure

1. Maintain the Bullet Bank continuously. Do not rebuild from memory at application time.
2. Organize evidence by capability: support, networking, security, cloud, automation, documentation, leadership, projects.
3. Rewrite entries as: action, what, scale or tool, what changed.
4. Tag production versus lab experience honestly.
5. For a target posting, select the strongest matching bullets.
6. Reorder them so the strongest match reads first.
7. Adjust the headline, summary and evidence.
8. Run the six second test, which is Gate 2.
9. Remove or qualify any claim that cannot survive a two minute explanation.

Outputs

- Targeted resume
- Updated Bullet Bank

Evidence

- Resume version
- Selected bullets
- Evidence source

Quality Control

Every material claim must be defensible and honest.

Exceptions

- Missing evidence
- Unclear metrics
- Claim sounds stronger than actual experience

KPIs

- Tailoring rate
- Response rate
- Six second test pass rate
- Defensibility rate

WUX-SOP-005: Networking and Referral Execution

Trigger

A relevant person, chapter, event, community or target organization is identified.

Owner

Job seeker or community participant.

Inputs

- Contact information
- Reason for connection
- Relevant question
- Potential contribution

Procedure

1. Identify why the person is relevant.
2. Lead with a genuine question, shared context or useful contribution.
3. Log the interaction on the same day.
4. Record whether the person responded, referred you, or created an opportunity.
5. Do not treat a referral as an entitlement.
6. Maintain the relationship beyond the immediate job opportunity.

Outputs

A documented professional relationship and, where appropriate, a referral or application path.

Evidence

Networking and Referrals record in the KPI Master Form.

KPIs

- People contacted
- Response rate
- Referral rate
- Applications resulting from networking

WUX-SOP-006: Interview Preparation

Trigger

An interview is scheduled.

Owner

Candidate.

Inputs

- Job posting
- Company information

- Interviewer information
- Story Bank Worksheet
- Interview Cheat Sheet
- Resume

Procedure

1. Research the company, role, team, interviewer and business problem.
2. Select and prepare six to ten adaptable STAR stories using the Story Bank Worksheet.
3. Prepare technical reasoning where relevant.
4. Prepare incident or security reasoning where relevant.
5. Identify honest knowledge gaps.
6. Prepare the adjacent knowledge response for each gap.
7. Prepare five questions for the employer.
8. Complete the one page Interview Cheat Sheet.
9. Log preparation in the Interview Prep Checklist.
10. Practice aloud.
11. Verify that important resume entries can survive follow up questions.

Outputs

Interview ready candidate and completed preparation record.

Evidence

- Completed Interview Prep Checklist
- Interview Cheat Sheet
- Story Bank readiness

Quality Control

All critical preparation fields must be complete.

Exceptions

If time is limited, prioritize in this order: research, strongest proof points, stories, knowledge gaps, questions.

KPIs

- Preparation completeness
- Confidence rating
- Story readiness

WUX-SOP-007: Interview Execution and Evidence Capture

ONE CORRECTION STAR is real and is taught in Book 1 as "The STAR Method, Practically": Situation, Task, Action, Result. "STAR-R" is not a Wake Up X term and appears nowhere in the library. The reflection step it referred to is the LESSON field on the Story Bank Worksheet, which asks what you would say if the interviewer asked what you learned. This SOP uses the accurate description. V.A.L.U.E. is real, but it belongs to Book 4, Business First, as a business conversation framework, so it is applied in WUX-SOP-015 rather than here.

Trigger

The interview begins and ends.

Owner

Candidate.

Inputs

- Interview Cheat Sheet
- Prepared stories
- Resume
- Employer questions

Procedure

1. Answer the question asked. Do not ramble.
2. Use STAR when the question calls for a professional story. Situation, brief context, two sentences maximum. Task, what was actually your responsibility. Action, what you did, said as "I" and not "we", and the longest part by far. Result, what changed, with numbers if you have them and an honest description if you do not.
3. When the question is about failure, growth, conflict or learning, add the Lesson step from the Story Bank Worksheet: what you would say if asked what you learned.
4. Do not over invest in Situation. Most people spend too long on setup and too little on their own actions.
5. When positioning yourself, frame through the employer's need rather than your own preferences.
6. For "tell me about yourself", use present, then past, then future.
7. For "why should we hire you", use their need, then your evidence, then the expected impact.
8. Use the honest "I do not know" response when necessary, followed by how you would find out.
9. For technical questions, reason out loud: understand, break down, solve, verify, communicate.
10. Clarify next steps before leaving.
11. Clarify the employer's timeline before leaving.

Outputs

Clear interview responses and a known next step timeline.

Evidence

Interview notes and stated timeline.

Quality Control

Claims must remain honest and the candidate's personal contribution must be clear.

Exceptions

If a question is ambiguous, clarify before answering. If a technical topic is unknown, use adjacent knowledge and explain the method rather than bluffing.

KPIs

- Interview completion

- Question coverage
- Next step timeline captured

WUX-SOP-008: Post Interview Follow Up

Trigger

The interview ends.

Owner

Candidate.

Inputs

- Interview notes
- Interviewer names
- Employer timeline
- Specific conversation details

Procedure

1. Immediately document interviewer names, topics discussed, employer problems, examples used, questions asked, promises made, and what could have been explained better.
2. Send the thank you the same day, or within 24 hours at the latest. Use a specific detail from the conversation.
3. If a genuinely relevant example was missed, send a concise value add correction.
4. Record the employer's stated timeline.
5. When the stated timeline passes, wait the defined buffer, then send the timeline follow up.
6. If still silent, follow the next defined interval with a status check in.
7. Send the final follow up and close the loop rather than repeatedly checking.
8. Update the Follow Up Tracker.

Outputs

Professional follow up sequence and updated status.

Evidence

- Follow Up Tracker
- Sent dates
- Employer timeline
- Final status

Quality Control

The thank you must be sent within 24 hours.

Exceptions

A new certification, a competing offer or genuine new information may justify an earlier value add follow up. Anxiety alone does not justify repeated follow ups.

KPIs

- Thank you compliance
- Follow up completion
- Time to response
- Closed loop rate

WUX-SOP-009: Offer Review and Negotiation

Trigger

An offer is received.

Owner

Candidate.

Inputs

- Written offer
- Market research
- Target range
- Personal priorities
- Negotiation levers

Procedure

1. Research market rate using multiple source types. Do not rely on one number.
2. Match data to the exact title, level, location and company size.
3. Use a range, and prefer a defensible median over an outlier.
4. Separate compensation from other negotiable levers.
5. Make the ask professionally.
6. Connect the ask to evidence, market context and value.
7. Record the initial offer, target ask, negotiation levers, final offer and terms.
8. Confirm material terms in writing.

Outputs

Negotiated and documented offer decision.

Evidence

Offer Negotiation tracker and written terms.

Quality Control

The market range must be documented and material terms confirmed in writing.

Exceptions

If compensation cannot move, shift to other legitimate negotiation levers. Do not invent leverage.

KPIs

- Initial to final increase
- Terms documented
- Negotiation completion

WUX-SOP-010: Home Lab Project: Build, Break, Document, Explain

Trigger

A lab project is selected.

Owner

Learner or candidate.

Inputs

- Project objective
- Available hardware
- Available software
- Safe test environment

Procedure

1. Pick one finishable project. Do not start multiple projects unnecessarily.
2. Build the project to a working state.
3. Break it deliberately in a safe environment.
4. Record the hypothesis, symptom, logs, diagnosis path, time to find, fix and lesson.
5. Document the final architecture.
6. Document important decisions.
7. Explain the project in plain language.
8. Explain the project in technical language.
9. Convert the completed work into README material, portfolio evidence, resume entries and interview stories.

Outputs

A finished, documented and explainable project.

Evidence

- Project README
- Break log
- Architecture
- Evidence
- Interview material

Quality Control

The project must be finished, documented and explainable. Claims must distinguish lab from production.

Exceptions

If breaking the project could affect production, use a snapshot or a copy. Do not risk production systems.

KPIs

- Projects completed
- Documentation completeness
- Time to find trend
- Interview defensibility

WUX-SOP-011: Portfolio Documentation

Trigger

A project is complete enough to communicate, or a material milestone occurs.

Owner

Candidate or learner.

Inputs

- Project artifacts
- Architecture
- Problem statement
- Results
- Proof

Procedure

1. Describe the problem.
2. Describe the constraints.
3. Document what was built and why.
4. Show the architecture or workflow.
5. Document what broke and how it was diagnosed.
6. Record results honestly.
7. Attach proof: screenshots, logs, diagrams or repository evidence.
8. Write the project README.
9. Convert the project into resume entries.
10. Create a two minute interview explanation.
11. Link the portfolio where intended and keep it current.

Outputs

Portfolio ready project evidence.

Evidence

- README
- Diagram

- Supporting evidence
- Linked project

Quality Control

The reader must understand the problem, the action, the result and the proof.

Exceptions

Sensitive information must be sanitized. Do not expose hostnames, IP addresses, usernames, sensitive logs or sensitive file paths.

KPIs

- Finished projects
- Documentation completeness
- Proof availability

WUX-SOP-012: Security Alert Triage

Trigger

A security alert or suspicious event requires investigation.

Owner

Analyst or defender.

Inputs

- Alert
- Logs
- Baseline context
- Affected identities
- Devices
- Systems

Procedure

1. Treat the alert as a hypothesis, not a fact.
2. Read the detection logic.
3. Establish what actually triggered.
4. Build a written timeline.
5. Scope systems, identities, devices, data and users.
6. Separate facts from assumptions.
7. Consider benign explanations.
8. Look for disconfirming evidence.
9. Prioritize using blast radius, business impact and urgency.
10. Investigate.
11. Record what was ruled out.

12. Escalate with progress, not merely the problem.

Outputs

Disposition or escalation with defensible evidence.

Evidence

- Timeline
- Investigation notes
- Evidence
- Escalation record

Quality Control

Another analyst should be able to continue from the notes.

Exceptions

If scope or evidence is unclear, escalate with explicit unknowns.

KPIs

- Time to triage
- False positive rate
- Escalation completeness
- Repeat alert rate

WUX-SOP-013: Detection Tuning and Tuning Record

Trigger

A detection generates sustained noise and there is authority to tune it.

Owner

Detection analyst or engineer.

Inputs

- Rule ID
- Alert counts
- Examples
- Cause
- Required coverage

Procedure

1. Confirm why the rule exists.
2. Measure noise before the change.
3. Identify the actual cause of benign activity.
4. Narrow the exception. Do not disable broad coverage unnecessarily.
5. Exclude by cause rather than symptom.

6. Document what the change may now miss.
7. Document why the blind spot is acceptable.
8. Measure noise after the change.
9. Set a review date and an owner.

Outputs

A defensible tuning change with a bounded blind spot.

Evidence

A tuning record containing: rule, noise before, cause, change, blind spot, acceptance, noise after, review date and owner.

Quality Control

Every exception must have documented reasoning and a review date.

Exceptions

If the operator does not have authority to change the rule, document the recommendation and escalate for approval.

KPIs

- Noise before and after
- Exception review compliance
- Recurring alert rate

WUX-SOP-014: Incident Response and Runbook Execution

Trigger

A credible security incident is identified.

Owner

Incident lead or assigned responder.

Inputs

- Runbook
- Contacts
- Evidence sources
- Incident channel or ticket

Procedure

1. Follow the incident phases: preparation, detection and analysis, containment, eradication, recovery, lessons and review.
2. Scope the incident before making unsupported claims.
3. Preserve evidence before remediation where relevant.
4. Contain specific systems, accounts, sessions and access paths.
5. Eradicate persistence and root cause where applicable.

6. Verify secure operation before closing.
7. Notify stakeholders using facts, unknowns, current actions, impact and next update time.
8. Document the timeline, decisions and outcomes.
9. Run a blameless review.
10. Assign system fixes with an owner and a due date.

Outputs

A contained or resolved incident with evidence and review actions.

Evidence

- Incident record
- Timeline
- Updates
- Runbook
- Review
- Corrective actions

Quality Control

Unknowns must be explicitly stated. Evidence must be preserved where required. Corrective actions must have owners and dates.

Exceptions

External notification or high impact actions must follow the actual organization's authority, legal process, compliance process and incident response policy.

KPIs

- Time to contain
- Time to resolve
- Repeat incidents
- Corrective action closure

WUX-SOP-015: Business Proposal, Risk and GRC Workflow

Trigger

A technical or security recommendation requires business approval, funding or risk acceptance.

Owner

Technical professional or security professional.

Inputs

- Problem statement
- Constraints
- Impact
- Options

- Cost
- Risk evidence

Framework: V.A.L.U.E.

Defined in Book 4, Business First. The stated failure mode is skipping straight to Underscore.

- V, Validate. Confirm you understand their situation and what they care about.
- A, Ask. Ask what the most frustrating part of the problem actually is.
- L, Listen. The stated objection is rarely the real one.
- U, Underscore. Only now, connect your proposal to what you heard.
- E, Engage. Close with a specific next step.

Procedure

1. Translate the technical issue into business impact.
2. Write a Risk Sentence a decision maker can act on: what could happen, to what, how likely, and what it would cost.
3. Define what success means.
4. Develop options, including doing nothing where appropriate.
5. Document assumptions, cost, risk and trade offs.
6. Pre socialize the proposal with relevant stakeholders when appropriate.
7. Send a concise written summary.
8. Document the decision, owner, date and open items.
9. Document accepted risk.

Outputs

A decision ready proposal and a documented outcome.

Evidence

- Proposal
- Decision record
- Owner and date
- Risk acceptance
- Next action

Quality Control

The decision maker and the rationale must be identifiable.

Exceptions

If there is insufficient data, use defensible ranges and explicitly state assumptions.

KPIs

- Decision cycle time
- Proposal acceptance
- Open decision aging

- Documented risk rate

WUX-SOP-016: Success File, Visibility and the Reputation Loop

SOURCE Both terms are real. The Success File appears in the first ninety days plan ("Ongoing from week 1. Success file started."). The Reputation Loop is defined in DECODE as "make your value visible", with the instruction to treat your own career the way a business treats its five star reviews, because doing great work quietly is not a strategy.

Trigger

A meaningful success, completed project, resolved incident, positive feedback or prevented problem occurs.

Owner

Professional or learner.

Inputs

- Email
- Ticket
- Screenshot
- Project result
- Metric

Procedure

1. Maintain a running Success File.
2. Backfill meaningful evidence where necessary.
3. Add at least one meaningful entry per week when actively using the system.
4. Capture evidence, not only the claim.
5. Record what changed and why it mattered.
6. Write the resume bullet version while the event is fresh.
7. Review quarterly.
8. Look for patterns in where value is being created.
9. Use evidence in performance reviews, interviews and career decisions.

Outputs

Searchable evidence of contribution.

Evidence

A Success File entry containing date, action, impact, evidence, numbers, beneficiaries and the resume bullet.

Quality Control

Evidence must be traceable and claims honest.

Exceptions

Sensitive evidence must be sanitized before external use.

KPIs

- Weekly entry compliance
- Evidence completeness
- Documented impact count

WUX-SOP-017: AI Assisted Work and Verification Gate

Trigger

AI is used to draft, analyze, explain, summarize or assist with work.

Owner

Operator.

Inputs

- Sanitized input
- Task
- Constraints
- Approved AI environment

Procedure

1. Define the task.
2. Define what AI is allowed to do.
3. Draft with AI rather than delegating accountability.
4. Check every specific you did not provide: numbers, names, dates, versions, commands, citations and claims.
5. Apply the three question check: would I be embarrassed if this were wrong, does it contain specifics I did not provide, and would I sign my name to it.
6. Rewrite in your own voice where appropriate.
7. Verify against primary sources when factual accuracy matters.
8. Do not paste production sensitive data into unapproved tools.
9. Do not run generated code you do not understand.
10. Test generated code in a lab, a copy or a safe environment.
11. Maintain rollback where appropriate.
12. Use the output only when you can defend it.

Outputs

Verified, owned output.

Evidence

- Source notes
- Verification record where material
- Final human reviewed artifact

Quality Control

The human owns the result. No unverified specifics should remain.

Exceptions

Sensitive data, destructive code, regulatory claims and high impact decisions require stronger verification.

KPIs

- Verification compliance
- Rework or error rate
- Unsafe output incidents

WUX-SOP-018: Automation Design, Test and Failure Documentation

Trigger

A repetitive process is identified as a candidate for automation.

Owner

Builder or operator.

Inputs

- Manual process map
- Trigger
- Actions
- Decisions
- Failure conditions

Procedure

1. Map the manual process completely, including decisions.
2. Separate deterministic rules from judgment.
3. Build the smallest useful version.
4. Test the trigger.
5. Test the action.
6. Deliberately break the automation and observe failure modes.
7. Add safe failure behavior. Avoid silent failure.
8. Check for duplicate runs and duplicate outputs.
9. Document what broke and what changed.
10. Use AI for judgment or language where appropriate. Do not use AI where deterministic rules are sufficient.
11. Publish the workflow diagram, test results, failure behavior and operating notes.

Outputs

Working automation with documented failure behavior.

Evidence

- Workflow diagram
- Automation description
- Test cases
- Failure log
- Operating notes

Quality Control

Failure should be safe, visible and understandable.

Exceptions

If the automation affects production or permissions, use an approved change process and a rollback plan.

KPIs

- Manual time saved
- Failure rate
- Duplicate rate
- Silent failure count

WUX-SOP-019: Brand Profile and Content Cadence

Trigger

A profile is created or updated, or the recurring content cadence is due.

Owner

Creator or professional.

Inputs

- Current role target
- Portfolio evidence
- Recent projects
- Lessons learned

Procedure

1. Keep the profile findable.
2. Include the target role, portfolio, honest skills and relevant experience.
3. Keep the profile credible by attaching real evidence.
4. Build recognition through consistent output.
5. Rotate the four content categories: what I built, what I learned, what I got wrong, what I noticed.
6. Write from real work. Avoid generic claims.
7. Use a sustainable cadence, one that can survive a bad week.
8. Batch content when useful.
9. Engage meaningfully rather than optimizing only for broadcasting.

10. Reuse strong material across formats.

Outputs

Updated profile and published content.

Evidence

- Profile checklist
- Post draft or published record
- Content cadence record

Quality Control

Content must be specific, honest and connected to real work.

Exceptions

Do not manufacture vulnerability, exaggerate results, or chase metrics at the expense of credibility.

KPIs

- Posting cadence
- Profile completeness
- Portfolio linkage
- Meaningful engagement

WUX-SOP-020: Consulting Discovery, Scope and Engagement Rhythm

Trigger

A stakeholder requests a solution, a consulting engagement or a significant technical recommendation.

Owner

Consultant, solution engineer or technical lead.

Inputs

- Stakeholder request
- Current state facts
- Stakeholders
- Success criteria

Discovery

1. Verify: establish what is actually true today.
2. Anchor: define what good looks like and how success will be known.
3. Lay out: present options, including doing nothing where appropriate.
4. Uncover: identify objections, risks, political constraints and the questions not being asked.
5. End: close with a specific next step, a named owner and a date.

Stakeholder mapping and scope

1. Identify decision makers, influencers, users and people affected by the work.

2. Define scope.
3. Say no to work outside the agreed outcome.

Engagement rhythm

1. Provide predictable updates covering status, next week, dependencies, flags and next update.
2. At the midpoint, explicitly check whether the right problem is still being solved.
3. At close, document outcomes and schedule a follow up check.

Outputs

A scoped engagement with an explicit next action and a stakeholder record.

Evidence

- Discovery notes
- Scope
- Cadence updates
- Decision log
- Follow up

Quality Control

Every engagement must have an owner, a date, a success definition and a documented scope.

Exceptions

If requirements drift or stakeholders disagree, trigger a midpoint redirect rather than silently absorbing scope.

KPIs

- On time updates
- Scope changes
- Unresolved dependencies
- Stakeholder satisfaction

WUX-SOP-021: Career Review, Employability and Long Game

Trigger

A quarterly review date arrives, or a material career decision is being considered.

Owner

Professional or mentor.

Inputs

- Success File
- Project evidence
- Network data
- Financial and career information

- Current goals

Procedure

1. Review what moved, what did not move, and what is at risk.
2. Evaluate skill growth, network strength, documentation, financial position and energy.
3. Review whether the current approach, environment and goal still fit.
4. Identify structural causes of recurring problems. Do not assume every problem is personal.
5. Review employability across breadth, proof, visibility, business understanding and leadership.
6. Identify concrete next moves.
7. Document what will be stopped, started and continued.
8. Schedule the next review.

Outputs

Updated career direction and action plan.

Evidence

- Quarterly review record
- Dashboard
- Next action list

Quality Control

Decisions should be based on evidence rather than activity alone.

Exceptions

This SOP is not a substitute for professional support when serious health or personal issues require specialized assistance.

KPIs

- Review completion
- Goal movement
- Evidence growth
- Network growth
- Skill growth

WUX-SOP-022: SOP Review, QA, Versioning and Retirement

Trigger

A quarterly review, a process failure, a material source change or a conflicting instruction is discovered.

Owner

Documentation owner and reviewer.

Inputs

- Current SOP

- Source material
- Usage feedback
- Metrics
- Change history

Procedure

1. Check whether the trigger remains valid.
2. Check whether the purpose remains valid.
3. Check whether source frameworks or terminology changed.
4. Re run the site alignment check: book count, book titles, path names, asset paths and pricing claims.
5. Review KPI performance.
6. Review exception patterns.
7. Identify steps users routinely misunderstand, skip or execute incorrectly.
8. Test the SOP with a fresh operator where possible.
9. Update only what is supported by source material or by approved new requirements.
10. Assign a new version and record the change.
11. Retire superseded versions.
12. Update links and indexes.
13. Communicate material changes.

Outputs

A current, tested SOP with one clear active version.

Evidence

- Version history
- Review date
- Change summary
- Updated links

Quality Control

No material contradiction should remain between active SOPs, or between an SOP and the live site.

Exceptions

If source ambiguity or an unsupported change exists, flag it for owner decision rather than silently inventing a rule.

KPIs

- Review completion
- Overdue SOPs
- Repeat exceptions
- User clarification requests

11. KPI and Evidence Model

Category	Examples	Cadence	Key question
Execution	Applications logged, interviews prepared, follow ups completed	Weekly	Are required actions happening?
Quality	Resume tailoring, preparation completeness, story readiness	Weekly	Are actions being done correctly?
Conversion	Response rate, interview conversion, offer rate	Weekly and monthly	Is the system producing movement?
Evidence	Success entries, project documentation, runbooks	Weekly and quarterly	Can the work be proven?
Operational Health	Open exceptions, overdue reviews, stale documents	Monthly and quarterly	Is the system maintained?

Measurement rule

Do not optimize a KPI in isolation. The purpose of measurement is learning, improvement, evidence and decision making. The purpose is not vanity reporting.

12. Quality Control Gates

Every controlled Wake Up X process should pass the following gates.

Source gate. Does the procedure come from an identified Wake Up X source?

Alignment gate. Does every product claim in the SOP match the live site: book count, titles, paths, asset paths and pricing?

Trigger gate. Is it clear when the SOP starts?

Action gate. Can the operator perform the steps in order?

Evidence gate. Is there a tangible record proving completion?

Honesty gate. Does the process prohibit invented experience, invented metrics and invented results?

Verification gate. Are factual or high impact outputs checked before use?

Handoff gate. Does another person know what happens next?

Exception gate. Does the SOP explain what happens when the normal path fails?

Measurement gate. Is there a useful metric without creating vanity reporting?

Version gate. Is there one current approved version?

13. Exception and Escalation Rules

Situation	Required action
Source documents conflict	Do not silently reconcile. Flag the conflict and designate the approved terminology or process.
A document contradicts the live site	Trust the shipped product. Correct the document, do not reconcile the site to the document.

Situation	Required action
A framework name cannot be verified	Flag it. Do not build a controlled SOP on an unverified name, and do not delete it either.
SOP lacks an owner	Do not publish as operationally controlled until an owner is assigned.
User cannot complete a step	Record the blocker and determine whether the SOP, the tool or the prerequisite is the problem.
Sensitive information is involved	Sanitize or use an approved environment.
Generated code is destructive or permission changing	Read, understand, test safely, verify and maintain rollback.
Incident or security event	Follow the incident runbook and the actual organizational authority.
Unsupported factual claim	Remove, qualify or verify before publication.
Process repeatedly fails	Treat it as a system or process issue and conduct a blameless review.

14. Document Review Cadence

Cadence	Review
Per use	The operator confirms the trigger, the inputs and the completion evidence.
Weekly	Operational dashboards, active job search records, content cadence and evidence capture.
Monthly	Recurring exceptions, stale artifacts, broken links and broken processes.
Quarterly	Full SOP review covering KPI trends, terminology consistency, source alignment, site alignment and process effectiveness.
After material change	Immediate targeted review.
After significant failure	Blameless review identifying the system gap, the owner, the due date and the required SOP update.

15. Implementation Roadmap

Phase	Work
Phase 0: Verification	Complete. All 22 named frameworks were checked against the source books and indexed in Appendix C. No SOP in this edition depends on an unverified term.
Phase 1: Foundation	Approve this Master SOP. Establish document IDs. Create a Master SOP Index. Designate owners.
Phase 2: Highest value user SOPs	Finalize SOP 003 through 009. Prioritized because the interview bundle already contains the strongest operational assets, and all five of those assets are confirmed present on the site.
Phase 3: Technical SOPs	Formalize SOP 010 through 014.
Phase 4: Business, leadership	Formalize SOP 015 through 018.

Phase	Work
and AI	
Phase 5: Brand, consulting and long game	Formalize SOP 019 through 021.
Phase 6: QA and publishing	Implement SOP 022. Test every SOP with a fresh operator. Update navigation and resource links. Retire conflicting documentation.

16. Master Asset to SOP Map

Every framework named here is verified. Appendix C gives the source book for each.

Existing asset	Primary SOP	Keep as
DECODE six level path	002, 021	Framework and navigation
Curiosity Compass	002, 021	Diagnostic framework
T.R.A.C.K.	003	Framework and SOP sequence
The Four Gates	003, 004	Diagnostic framework
Bullet Bank	004, 011	Template and procedure
Connection Flywheel	005	Framework
STAR	006, 007	Interview framework
Story Bank LESSON field	006, 007	Interview reflection step
V.A.L.U.E.	015, 020	Business conversation framework
The Value Translation	015	Business translation framework
Technical reasoning sequence	007, 012	Reasoning framework
The Triage Loop	012	Response framework
Follow up timing rule	008	SOP timing rule
Offer negotiation and market rate	009	SOP and tracker
Build, break, document, explain	010, 011	Operating loop
Break log	010	Evidence template
The Documentation Wheel	011	Documentation framework
The Tuning Record	013	Operational record
The Runbook Skeleton	014	Runbook template
Incident update and review agenda	014	Operational templates
Risk Sentence	015	Decision framework and template
Success File	016	Evidence process
The Reputation Loop	016	Visibility framework
The Verification Gate	017	AI governance procedure
Automation workflow and failure design	018	Engineering SOP
Content categories and cadence	019	Brand SOP
The Discovery Ladder	020	Consulting SOP
Career Health Score	021	Review framework
The Executive Dashboard	021	Review framework

Existing asset	Primary SOP	Keep as
The Decision Filter	021	Decision framework
The personal board	021	Mentorship framework
Quick Start Guide	002, 003, 006, 008	Front door operating guide (verified asset)
Interview Cheat Sheet	006	Checklist (verified asset)
Story Bank Worksheet	006	Worksheet (verified asset)
Job Interview Blueprint	003 to 009	Master interview reference (verified asset)
Job Interview KPI Master Form	003 to 009, 021	Execution tracker and dashboard (verified asset)

17. Operating Principles

1. Do the work before polishing the documentation.
2. Evidence beats adjectives.
3. Honesty beats invented precision.
4. A repeatable process beats motivation.
5. A checklist is not the same thing as an SOP.
6. A framework is not the same thing as an SOP.
7. Frameworks inform decisions. SOPs govern execution.
8. Document the work while it is fresh.
9. Build, break, document and explain.
10. When something fails repeatedly, inspect the system before blaming the person.
11. AI can draft and assist. The human retains accountability.
12. Every controlled process needs an owner, a trigger, an output and evidence.
13. Trust the shipped product over the document that describes it.
14. A name you cannot verify is a name you do not use in a controlled procedure.
15. The goal is not more documentation. The goal is less ambiguity and more repeatable execution.

Appendix A: Standard SOP Template

Copy this page for every new SOP.

SOP ID and Title Unique ID and descriptive title.

Purpose What outcome does this process exist to produce?

Trigger What event starts the procedure?

Owner Who is responsible?

Inputs What information, tools or prerequisites are required?

Procedure Step 1, Step 2, Step 3, continue as required.

Decision Points Where does the process branch? If yes, then. If no, then.

Outputs What should this process produce?

Evidence What proves completion?

Quality Control What must be checked before the SOP is considered complete?

Exceptions What happens when the normal process cannot be followed?

Escalation Who decides when authority is exceeded?

KPIs What should be measured?

Related Assets What frameworks, templates, trackers or worksheets support execution?

Site Alignment Check Confirm book count, book titles, path names, asset paths and pricing claims against the live site.

Version Control Version, owner, last review, next review.

Appendix B: Definition of Done

An SOP is considered ready when all of the following are true.

- The SOP has a unique ID.
- The SOP has an owner.
- The trigger is unambiguous.
- Prerequisites and inputs are listed.
- Steps are executable in order.
- Decision points are explicit.
- Outputs are defined.
- Completion evidence is defined.
- Exceptions are addressed.
- The procedure aligns with the source material.
- Every product claim has been checked against the live site.
- Every framework name has been verified against the book that defines it.
- No unsupported claims were added.
- Related templates and trackers are identified.

- A KPI exists where measurement is useful.
- A review date exists.
- The SOP has been tested by someone who did not author it.

Appendix C: Framework Source Index

Every named Wake Up X framework used in this SOP, what it stands for, and the book that defines it. This index exists so that no procedure in this document depends on a term nobody can trace back to the library.

DECODE, Book 0

Framework	What it is	Used in
The six level path	Level 1 Entry, Level 2 Fit, Level 3 Breadth, Level 4 Differentiation, Level 5 Ownership, Level 6 Executive Thinking. In the book the parts are titled The Basics of Breaking In, Find Your Lane, Cross Training, The Multiplier Skills, Think Like an Owner, and Think Like an Executive.	002, 021
Curiosity Compass	A four question diagnostic that resolves to one primary lane rather than a hedge, because clarity moves you faster than keeping options open.	002, 021
Connection Flywheel	The networking framework. Each turn makes the next one easier.	005
The Reputation Loop	Make your value visible. Doing great work quietly is not a strategy. Treat your own career the way a business treats its five star reviews.	016
The Wake Up X Decision Filter	A repeatable way to decide under uncertainty. Executives are distinguished by having one, not by having all the answers.	021
Career Health Score	Rate yourself one to five, quarterly, on five areas including skill growth. Track the trend, not the snapshot.	021
The Executive Dashboard	A personal version of the handful of numbers an executive tracks to see at a glance whether things are healthy.	021
The personal board	Several partial mentors rather than one wise person, and you serve the same role in reverse for those you help.	021

Book 1, Break In

Framework	What it is	Used in
T.R.A.C.K.	The Application System. Tailor, Research, Apply, Connect, Keep following up. Replaces spraying applications with a repeatable sequence that gets responses.	003
The Four Gates	Every opening is four gates, not one. Database, skim, risk, conversation. An application fails at a specific gate and each gate has a different fix.	003, 004

Framework	What it is	Used in
The STAR Method	Situation, Task, Action, Result. Action is the longest part, and is said as "I" rather than "we".	006, 007
Bullet Bank	The running store of evidence bullets, maintained continuously rather than rebuilt at application time.	004, 011

Books 2, 3, 4, 6 and 8

Framework	What it is	Used in
The Documentation Wheel	Book 2, Build It. Section four is the one that proves the work was actually yours.	011
The Runbook Skeleton	Book 3. One per scenario, written calmly in advance: scenario, trigger, first actions, preserve, contain.	014
The Tuning Record	Book 3. Every detection change gets an entry: rule and ID, date, noise before, why it is noisy, change made.	013
The Triage Loop	Book 3. Six questions, every alert.	012
V.A.L.U.E.	Book 4, Business First. Validate, Ask, Listen, Underscore, Engage. The failure mode is skipping straight to Underscore.	015, 020
The Value Translation	Book 4. What breaks, what it costs, the fix, and doing nothing.	015
Risk Sentence	Book 4. One sentence a decision maker can actually act on.	015
The Verification Gate	Book 6, AI for IT and Cybersecurity. The check applied before any AI output is used or published.	017
The Discovery Ladder	Book 8, The Consultant Mindset. You are not being paid for the answer.	020

Toolkit assets

Artifact	What it is	Used in
Story Bank Worksheet	One page per story, real events only. Fields are Situation, Task, Action, Result, Lesson, plus two hard follow up questions. Ten categories, build six to ten stories.	006, 007
Interview Cheat Sheet	The one page pre interview artifact.	006
Quick Start Guide	The five document operating sequence and weekly rhythm.	002, 003, 006, 008
Job Interview KPI Master	Dashboard, Application Log, Networking and	003 to 009, 021

Artifact	What it is	Used in
Form	Referrals, Interview Prep Checklist, Story Bank, Follow Up Tracker, Offer Negotiation.	
Success File	Started in week one of a new role and maintained continuously.	016

ONE TERM CORRECTED "STAR-R" appeared in version 1.0 of this SOP but is not a Wake Up X term and appears nowhere in the library. STAR has four elements. The reflection step it referred to is the LESSON field on the Story Bank Worksheet, which asks what you would say if the interviewer asked what you learned. This edition uses the accurate description throughout.

Appendix D: Current Source Set Reviewed

This Master SOP was built from the following Wake Up X source set, all of which were confirmed present on the production site.

#	Asset	Location verified
1	Wake Up X Library Complete	/ebooks/wake-up-x-library-complete.pdf
2	Job Interview Blueprint	/ebooks/bonus/job-interview-blueprint.docx
3	Interview Cheat Sheet	/ebooks/bonus/interview-cheat-sheet.pdf
4	Quick Start Guide	/ebooks/bonus/quick-start-guide.pdf
5	Story Bank Worksheet	/ebooks/bonus/story-bank-worksheet.pdf
6	Job Interview KPI Master Form	/ebooks/bonus/job-interview-kpi-master-form.xlsx

The Job Interview bundle provides the strongest current example of a complete operational system because it includes a blueprint, a checklist, a cheat sheet, a story bank, a follow up tracker, an offer tracker, a dashboard, a KPI model and a quick start guide. This structure should be used as the model for future Wake Up X operational systems.

Final Operating Statement

Wake Up X already contains the raw material for a serious SOP system. The purpose of this Master SOP is to stop that knowledge from living only inside books and frameworks.

From this point forward, repeatable Wake Up X processes should be treated as controlled operating procedures. Discover the source. Classify the material. Execute the defined steps. Produce evidence. Measure what matters. Review failures. Improve the system.

The intended result is a Wake Up X ecosystem that can be taught, delegated, audited, improved and operated by a team, without losing the original Wake Up X philosophy or voice.

THE CORE WAKE UP X OPERATING LOOP

Framework, SOP, Checklist, Tool, Execution, Evidence, KPI, Review, Improvement

The goal is not to create documentation for the sake of documentation. The goal is to create a system that makes successful execution repeatable.

WAKE UP X SOLUTIONS

Securing Tomorrow. Empowering Today.