# Workflow Automator – Best Practices

* Keep each workflow narrow and purposeful—avoid overloading with too many conditions or actions.
* Use meaningful names and consistent prefixes like 'WF – Onboarding – Approval'.
* Always include a full paragraph in the workflow description to help future editors understand its function.
* Use node descriptions to explain logic—this helps during audits and handoffs.
* Pair workflows with custom fields to drive precision in routing and assignments.
* Avoid circular references or self-triggering logic to prevent infinite loops.
* Create child tickets for onboarding/offboarding processes to break down tasks by team.
* Test workflows with dummy tickets and check logs before activating them.
* Track all workflows in an inventory file and review them quarterly for maintenance.