

CONTINUOUS IMPROVEMENT WORKSHEET

Date of first meeting/action:

Identify key problem area, the improvement of which could have a significant impact on your business

Gather key metrics and reports that serve to measure the issue

With your management team, articulate your analysis and understanding of the problem and possible solutions. Include both the cost and benefit in your analysis. Develop a model or plan of the expected outcome of the proposed solution(s).

Take decisive action and implement the best solution from above.

Use the same key metrics & reporting as above to measure your improvement. Did the benefit result as expected? What action can you take to further enhance progress?
