Maximizing Existing Resources Activity Sheet

Think about it

Write down a priority goal: _____

Find the friction

What is slowing it down? _____

_____

Where is the process getting stuck?

- _____

- _____

Who's involved? Do they need to be?

_____

Map the steps

Sketch the key steps in the process table below:

Now mark:

- Where do delays happen? (Mark with ❌)

- Where does rework happen? (Mark with ✅)

- Biggest pain-point? (Circle it)

Answer the question:

Any quick wins we can try right now? _____

Plan, Do, Check, Adjust (PDCA)

PLAN

- What's one small fix I want to try?

- Why does this matter?

DO

- When and how will I try it?

- Who needs to be involved?

CHECK

What will I look for? (Check all that apply)

- ☐ Time saved

- ☐ Fewer errors

- ☐ Staff feedback

- ☐ Other: _____

ADJUST

- ☐ Expand the change

- ☐ Modify it

- ☐ Try something else: _____