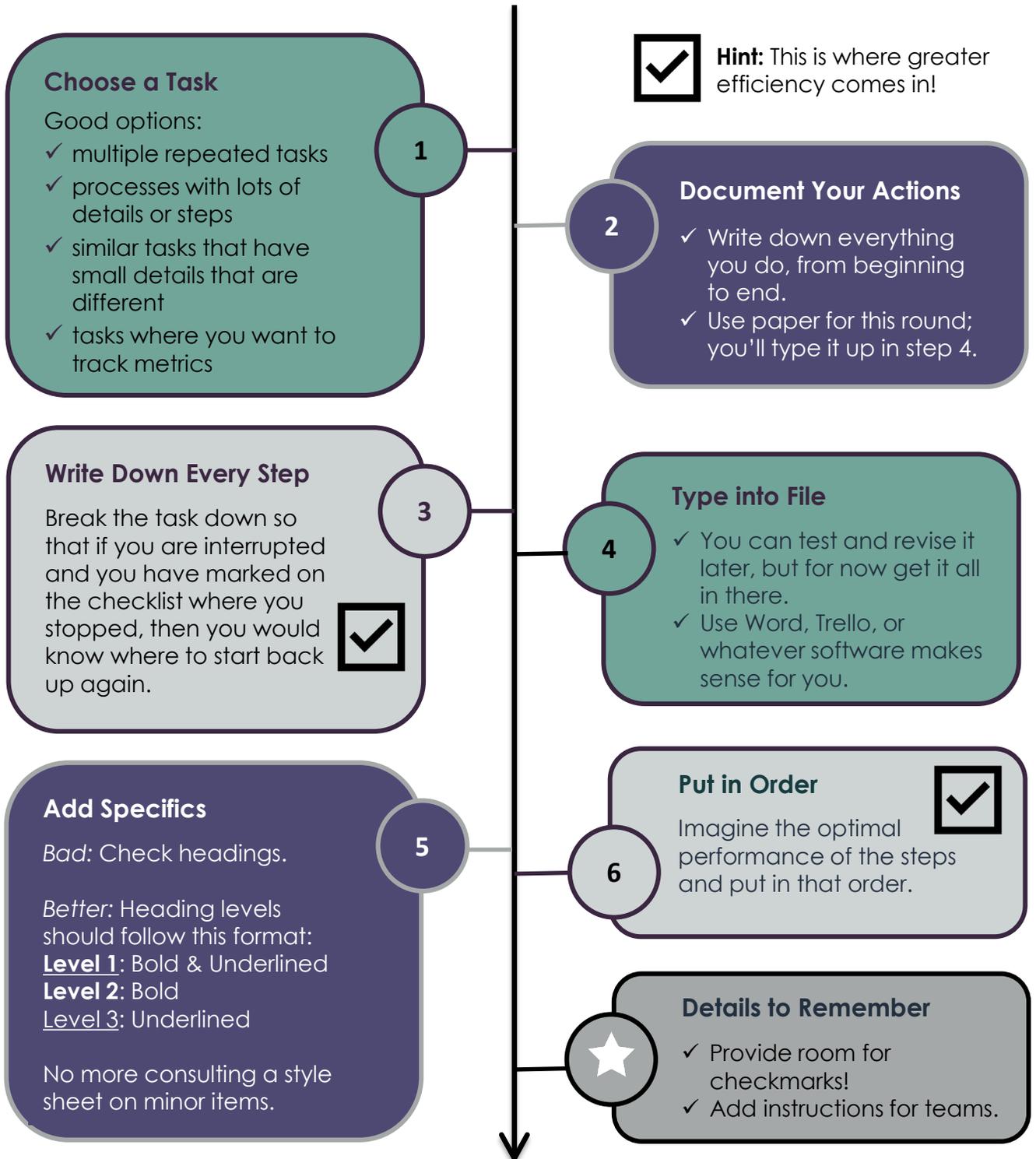




How to Create a Comprehensive Checklist

Creating and using a comprehensive checklist for a particular task can really help you be more efficient and consistent.

But a checklist is no good unless you use it! Being able to check off items you have completed lets you know where you left off when you have been interrupted or you go off on a tangent.



Add Mechanics

- ✓ Steps for getting into systems
- ✓ Process-related items
- ✓ Spell Check

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If processes change, or you hop between different systems, this is especially helpful.

Test, Revise, Test, Revise

Once you have a draft, test it out. Make notes of what didn't work and make those changes to the next version. Then do it all over again until it works really well.



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How do you Know You Have Good Checklists?

- ✓ When you find an error your editing checklist told you to look for
- ✓ When you almost forgot to do something but the checklist reminded you
- ✓ When you can confidently give an estimate because you have metrics in your checklists



Add Tracking Items

- ✓ Start and stop times
- ✓ Length of project
- ✓ Level of difficulty
- ✓ Product or topic

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Keeping used checklists allows you to more easily remember what was going on with a particular task if asked about it later. And if you didn't have time to check everything on the checklist, you have documentation of what you did and didn't do.



Hint: This is where greater efficiency comes in!

How do you Know You Have Good Checklists?

- ✓ When you have peace of mind when working on something
- ✓ When you start a new type of project and you feel lost without a checklist
- ✓ When you are confident you have completed a project because you have checked everything off on your checklist



Resources:

- ✓ Gawande, Atul. *The Checklist Manifesto: How to Get Things Right*. New York: Henry Holt & Company, 2010.
- ✓ Rizzo, Paula. *Listful Thinking: Using Lists to be More Productive, Highly Successful and Less Stressed*. New York: Start Midnight, LLC. 2014.

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