

Routine Improvement Sheet

Routine Title

What routine would you like to improve?

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Diagnosis of the routine deliverable

Relevance of the result, productivity and interest of the routine

Highlights	Points of improvement
<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••

Diagnosis of how the routine is run and managed

Quality of presentation, sequences and working methods

Highlights	Points of improvement
<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••

Diagnosis of routine timing

Time management and meeting efficiency

Highlights	Points of improvement
<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••

Action plan to improve routine and make it more effective

Formulate actions here, starting with an action verb.

<ul style="list-style-type: none">••••••
