

# Worksheet 1 - Existing Resources

Name:

Consider your current QC/QA processes, tools, resources, etc. - make a list of these things.

Ideas from others:

What is missing from this list that would be helpful?

# Worksheet 2 - Successes

Name:

Consider those processes, tools, resources.

Ideas from others:

If they work well, why do they work well? Do they work well for all people and all projects?

# Worksheet 3 - Improvements

Name:

Consider those processes, tools, resources.

Ideas from others:

If they don't work well, why not? Do they ever work well? Have they ever worked well in the past?

Does anyone like them or get them to work? If so, why?

# Worksheet 4 - Successful Habits & Routines

Name:

Habits that are successful (for your organization, or for you or for others):

Ideas from others:

Why are they successful?

Are they universally successful? Why/why not?

# Worksheet 5 - Improving Habits and Routines

Name:

Habits that could be improved (you, your organization, or your colleagues):

Ideas from others:

Why are these difficult?

Is this something everyone struggles with all the time or is it a more selective issue?

# Worksheet 6 - Improving Your QC/QA Process

Name:

How could your existing processes, tools, resources, etc be improved?

Ideas from others:

If a process, tool, or resource doesn't exist, why not?

# Worksheet 7 - Implementing New Ideas

Name:

What are 3 specific things you've identified that would improve the QC/QA process at your workplace?

Ideas from others:

What will make the biggest impact?

What are some strategies to successfully implement your improvements?

What existing habits/tools can you build off of?

# Worksheet 8 - Overcoming Obstacles to Change

Name:

What is the most likely roadblock(s) that would prevent you from implementing your improvements?

Ideas from others:

What can you do to overcome those roadblock(s)?

How can you combat naysayers who don't want to adopt your improvements?



# Worksheet 9 - QC/QA Goals For 2024

Name:

Set a goal for a QC/QA improvement you can make this week (March 15th, 2024):

Ideas from others:

Set a goal for a QC/QA improvement you can make in the next month (April 15th, 2024):

Set a goal for a QC/QA improvement you can make in the next six months (August 15th):