

# Just Do It Form

A Just Do It (JDI) is a process improvement tool used for smaller-scale problems.

<b>Service Area:</b>	
<b>Department &amp; Area:</b>	
<b>Process Title:</b>	
<b>JDI Lead:</b> (Name and Role)	
<b>JDI Team:</b> (If involved)	
<b>Date initiated</b>	

<b>Measure the Problem</b>		<i>Use the TEAM mnemonic to brainstorm potential metrics. Once completed, decide on the <b>ONE</b> metric that will drive your improvement efforts</i>
<i>Coaching Guide</i>		
<input type="checkbox"/>	<b>T</b> ime: how long it takes to do the process.	
<input type="checkbox"/>	<b>E</b> rrors: the frequency of errors in the process.	
<input type="checkbox"/>	<b>A</b> mount: how many times you do the process.	
<input type="checkbox"/>	<b>M</b> oney: how much it costs in time/materials.	
<input type="checkbox"/>	<b>S</b> ustainability: does the process impact the TBL (social & environ.)	

## PROBLEM

<b>What is the Problem?</b>	<i>Share what you crafted on your Problem Statement Worksheet.</i>
<i>Coaching Guide</i>	

# SOLVE

**Why was the Problem Happening?**

*Use the fishbone diagram and/or the 5 whys to identify the root cause*

*Coaching Guide*

# FIX

**What was your Solution?**

*Use brainstorming and/or a PICK chart to determine how to best address the root cause identified*

*Coaching Guide*

**Re-Measure the Problem?**

*Once your "fixes" are implemented, re-measure each of the 5 metrics to discover the impact of your improvement efforts*

*Coaching Guide*

<input type="checkbox"/>	<b>T</b> ime:	
<input type="checkbox"/>	<b>E</b> rrors:	
<input type="checkbox"/>	<b>A</b> mount:	
<input type="checkbox"/>	<b>M</b> oney:	
<input type="checkbox"/>	<b>S</b> ustainability:	

**Unexpected Benefits?**

*List other improved areas that weren't recorded by the TEAM mnemonic. For example, morale and communication.*

*Coaching Guide*

**Manager Acknowledgement**

**Name:**

Click or tap to enter a date.