



Just Do It Form

A Just Do It (JDI) is a process improvement tool used to guide opportunities for improvement.

Service Area:	
Department & Area:	
Process Title:	
JDI Lead: (Name and Role)	
JDI Team: (If involved)	
Date initiated	
Complete below for wellness points / 25 points will be awarded in the behaviorcation category	
Employee #	Circle One: Professional Improvement Personal Improvement

Measure the Problem		<i>Use the TEAM mnemonic to brainstorm potential metrics. Once completed, decide on the ONE metric that will drive your improvement efforts</i>
<i>Coaching Guide</i>		
<input type="checkbox"/>	Time: how long it takes to do the process.	
<input type="checkbox"/>	Errors: the frequency of errors in the process.	
<input type="checkbox"/>	Amount: how many times you do the process.	
<input type="checkbox"/>	Money: how much it costs in time/materials.	
<input type="checkbox"/>	Sustainability: does the process impact the TBL (social & environ.)	

PROBLEM

What is the Problem?	<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

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FIX

What was your Solution?

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

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