

Kaizen Improvement Worksheet

Run one small improvement from a specific problem to a measured test.



PLAN + DO

DATE _____ PROCESS / AREA _____ OWNER / TEAM _____

1. Define the problem and current state

Describe what happens, where it happens, how often, and who experiences it.

2. Define the target

What measurable improvement would be useful? By when?

3. Investigate the likely cause

Ask why the problem occurs. Separate evidence from assumptions.

4. Choose one countermeasure and test

Describe the smallest useful change, its scope, owner, date, and measure.

Before testing:

☐

The problem is specific

☐

A baseline is recorded

☐

The test is small enough

☐

An owner and review date are clear

TEST RULE

Change one meaningful thing, observe what happens, and record evidence before expanding the solution.

Check, Adapt, Standardize

Use the result to decide what to keep, change, stop, or test next.

2

CHECK + ACT

5. Compare before and after

Record the same measure used for the baseline.

BASELINE

RESULT

6. Record what happened and what you learned

Include unexpected effects, feedback, and limits of the test.

7. Decide

Choose the next action based on evidence, not attachment to the original idea.

- ☐ **ADOPT** - the change worked and is ready to standardize ☐ **ADAPT** - revise the countermeasure and test again ☐ **ABANDON** - stop this approach and preserve the learning

8. Standardize and sustain

What document, routine, training, owner, or visual cue will preserve the improvement?

9. Schedule the follow-up

Confirm that the result still holds and identify the next small improvement.

7-DAY CHECK

30-DAY CHECK

One completed improvement cycle should make the next useful change easier to see.