FOLLOWED BY ALL (FBA) CHECKLIST

With your core processes documented, simplified, packaged and approved by the leadership team, it's now time to get them followed by all. This will create consistency, scalability, efficiency, ease of management, more fun, peace and profitability for your organization. Simply follow this four-part checklist:

Train ❏
- Train everyone who will perform one or more of the steps in each process
- Train in Level 10 Meetings™, special training sessions or learning management systems

Measure ❏
- Measure performance on the appropriate Scorecard (company/department)
- Confirm compliance with the steps in each process
- Confirm that activities required for success are being done properly, and with enough frequency to achieve the goals

LMA™ ❏
- Lead, manage and hold everyone accountable, everyone to follow the process
- Keep scorecard numbers on-track
- Call out and IDS™ issues immediately as they arise – no exceptions

Update ❏
- Update core processes regularly
- As issues arise, sometimes the process is the root cause and must be revised
- Cleanup, simplify and retrain one core process per quarter