

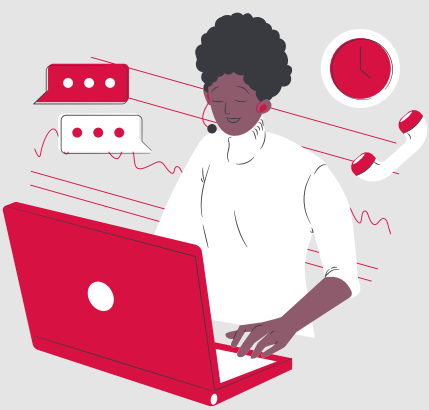
HOW TO CREATE A SHAREABLE JOB AID

This is a quick sketch of how to turn best practices into the number one sort of a shareable job aid—step-by-step work instructions in the form of a checklist.



1 WRITE STEP-BY-STEP INSTRUCTIONS

Break each task into its component steps and break each step into a series of concrete actions.



2 FOLLOW YOUR INSTRUCTIONS

Perform the task, very slowly, according to the instructions you prepared. Make additions and corrections as necessary.



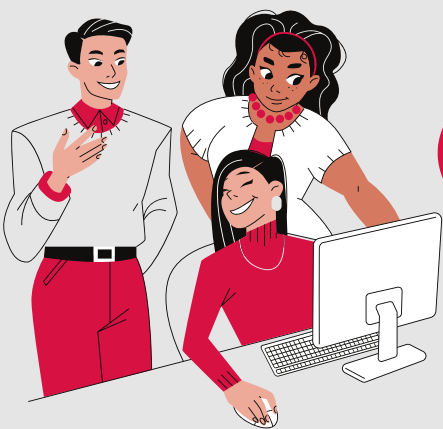
3 MAKE FINAL EDITS

Go through the task one final time. Make further corrections and additions to your step-by-step instructions. Include as many details for each step, and between each step, as you can think of.



4 MAKE A CHECKLIST

Write a new draft of the instructions in the form of a checklist.



5 GET OUTSIDE INPUT

Ask someone else to try using your checklist and see if it works for them. Get their feedback and suggestions for further adjustments and improvements you can make to your checklist.



6 USE IT AS A GUIDE

Going forward, use this checklist as a guide for completing this task. Make clarifying notes along the way. Remember, the key is to actually use the checklist. Literally check off each item as you go.