

Efficiency Analysis

Take the time to sit back and think through your daily tasks and responsibilities. On a micro scale, is everything efficient? Remember, improving individual tasks will contribute to the efficiency to the whole.

Fill out the worksheet below to analyze a task or system in terms of efficiency.

Identify the task or system:

Is it necessary?

Yes No N/A

Why or why not?

Can it be done faster?

Yes No N/A

If so, how?

Can it be done cheaper?

Yes No N/A

If so, how?

Can it be delegated?

Yes No N/A

If so, how?

Can it be more effective?

Yes No N/A

If so, how?