

Process Tracking Sheet

INSTRUCTIONS:

Label the process name in the top field for the task you are performing. Write down all of the steps that you take, in the order you complete them, adding the information in the remaining columns. Print out additional sheets if the task takes more than 15 steps.

TASK NAME					
STEP	STEP DESCRIPTION	WHO PERFORMS IT?	PRIORITY SCORE	FREQUENCY SCORE	AMOUNT OF TIME TO COMPLETE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

PRIORITY SCALE	FREQUENCY SCALE
0 - NOT PERFORMED	0 - NOT PERFORMED
1 - NOT IMPORTANT	1 - EVERY FEW MONTHS TO YEARLY
2 - SOMEWHAT IMPORTANT	2 - EVERY FEW WEEKS TO MONTHLY
3 - IMPORTANT	3 - EVERY FEW DAYS TO WEEKLY
4 - VERY IMPORTANT	4 - EVERY FEW HOURS TO DAILY
5 - EXTREMELY IMPORTANT	5 - HOURLY TO MANY TIMES EACH HOUR

