

Check sheets

A check sheet is a structured, prepared form for collecting and studying data. A team can adapt this generic tool for a wide variety of purposes.

Steps

- 1) Decide on the event or problem for observation. Everyone involved needs to know the operational definition of an event or problem.
- 2) Decide on the time limits for the data collection.
- 3) Design a simple form that allows for tallying counts.
- 4) Run a trial to test for accuracy and usability.
- 5) Each time the targeted event or problem occurs, record data on the check sheet.

Telephone Interruptions

Reason	Day					Total
	Mon	Tues	Wed	Thurs	Fri	
Wrong number	+++			+++	+++	20
Info request						10
Boss	+++		+++			19
Total	12	6	10	8	13	49