



## Before and After Snapshot

Visually show the impact of your improvement.

### Instructions

1. Choose a process you've improved (or are planning to).
2. Fill in the "Before" column with real metrics or estimates:
  - a. How long did it take?
  - b. How many steps were involved?
  - c. How often did errors happen?
  - d. How many people were needed?
3. Make the change.
4. Track the same metrics and fill in the "After" column.
5. Share this table with your team, supervisor, or in a meeting.

Area	Before	After
Process Time	10 days	3 days
Manual Steps	8	2
Errors per Month	5	0
Staff Involved	4	1