



Process Cleanup Checklist

Use this to quickly identify unnecessary steps and streamline your workflow.

Instructions

1. Write down the process you're reviewing (just the major steps).
2. For each step, ask the following:
 - a. Is this step still necessary?
 - b. Can it be automated or combined?
 - c. Does it add value for the user/student/customer?
 - d. Is there duplication elsewhere?
 - e. Can someone else do it faster or better?
 - f. Are approvals still needed – or just legacy leftovers?
3. Cross out or flag any steps that don't pass the test.
4. Note which steps could be removed, delegated, or simplified.
5. Draft a cleaner version of the process.
6. Run it by a colleague or your supervisor for feedback.