Quick Wins Playbook

A real guide for identifying and acting on small – but mighty improvements.

Instructions

1. Spot a pain point – something clunky, slow, or redundant.
2. Confirm it's a quick win:
   a. Can you fix it in 30 days?
   b. Is the solution simple and within your control?
   c. Does it avoid needing a new policy or technology change?
3. Sketch your plan:
   a. What will change?
   b. Who needs to know?
   c. What tools/forms/templates will help you?
4. Test the fix:
   a. Pilot it with yourself or one part of your team.
   b. Get feedback.
5. Capture your impact:
   a. Use the Snapshot Template.
   b. Compare before-and-after metrics.
6. Tell someone!
   a. Email a supervisor.
   b. Share at a team meeting.
   c. Submit your success to Organizational Effectiveness (OE).

Tips for Success

- ❖ Focus on process, not people.
- ❖ Get buy-in from those impacted.
- ❖ Measure the result (time save, steps removed, fewer complaints).
- ❖ Celebrate the win – even if it's tiny!