

Stick PIN here  
& post on board  
as "in-progress"

# TASK LIST – LEVEL 1: “Just Do It”

**PINS TITLE:**

---

**TASK OWNER(S):**

---

DO	DOING	DONE		TASK OWNER
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add the tasks required to address this PIN (add more later as needed). Mark your progress as you go!	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**HUDDLE UPDATE #1:**

What I did since the last huddle:	What I'll do before next huddle:	What obstacles are in my way?
-----------------------------------	----------------------------------	-------------------------------

**HUDDLE UPDATE #2** (If not complete):

What I did since the last huddle:	What I'll do before next huddle:	What obstacles are in my way?
-----------------------------------	----------------------------------	-------------------------------

*Level 1 projects should only take a few days to a couple of weeks maximum to complete.  
If it's taking longer, ask your Team Chair or Mentor for help.*

# INSTRUCTIONS – LEVEL 1: “Just Do It”

## “Just Do It” – if the Problem, Idea, Need, or Suggestion (PINS):

- Only impacts the team or individuals on the team.
- Has an obvious solution or will require simple actions to complete.
- Can be broken into small, manageable tasks that are easy to test and aren't risky.
- Is easily reversible if the outcome isn't desirable.

*Examples: Implementing a unit-specific guideline, eliminating an outdated technology or product on the unit, implementing a previously non-existent checklist, or eliminating a unit-specific redundant step or process.*

## How to conduct “Just Do It” improvements

- 1. Assign Task Owner(s):** After PINS have been discussed and approved by the team in huddle, work together to identify one or more Task Owners by asking: **“Who does this PIN impact?”** Engage those individuals most impacted to work on the it.
- 2. Task Owners complete and update Task Sheet:**
  - ✓ Fill out and update a Task Sheet for the PIN and post them on the Team Board
  - ✓ Identify tasks by clarifying whether you are addressing a Problem, Idea, Need, or Suggestion, and ask, **“What are the small steps (tasks) we think we will need to take to address it?”** (add/change them along the way)
  - ✓ Write each step/task to your Task Sheet
  - ✓ Work on completing the tasks throughout the week as you can
  - ✓ Mark your progress and identify Task Owner on your Task Sheet as you go:
    - **Do – When the task is identified but not started**
    - **Doing – When the team or individual is actively working on it**
    - **Done – When the task is completed**
- 3. Give verbal progress updates to the team during huddle** until the Task Sheet is complete
- 4. Upon completion,** review the completed Task Sheet during huddle, discuss what worked and what didn't, share lessons learned, and remove Task Sheet from the board
- 5. Celebrate!!!** Every completed PIN is a big team win 😊