



CONTINUALLY IMPROVE QUICK REFERENCE GUIDE



12 Tips for Continuous Improvement

Always bear in mind that your own resolution to succeed is more important than any one thing.

-Abraham Lincoln

Perhaps you have heard the old saying, “If you always do what you always did, you’ll always get what you always got.” Simply stated, it implies that if you keep doing the same things the same way, you will stay flat. That’s not necessarily true in today’s business environment. Nowadays, you have to up the ante just to maintain what you currently have – and go above and beyond to get ahead. Here are some tips to help you with that journey.

1. Be familiar with your organization’s mission – and contribute to its success each day.
2. Know who your internal and external customers are – and strive to WOW them.
3. Constantly think about how you might do your job faster and better – and implement ideas for doing so.

I do not believe you can do today’s job with yesterday’s methods and be in business tomorrow.

-Nelson Jackson

4. Look for ways to reduce costs and eliminate waste in performing your daily tasks.
5. Benchmark and replicate best practices from other individuals, departments, and organizations.
6. Be proactive by addressing issues before being asked or told to do so.
7. Keep other team members informed about your areas of responsibility.
8. View complaints as opportunities to fix problems.

9. Get to the root of problems and avoid “quick fixes” that will likely result in issues reoccurring.

10. Take specific actions to ensure you continue to learn, grow, and develop new skills.

11. Challenge the status quo. Ask “what if” questions and be open to the possibilities.

Questions provide the key to unlocking our unlimited potential..

-Anthony Robbins

12. Make every minute count. When others want to chat and take you away from being productive, let them know that you are busy and will catch up with them on break or during lunch.
