

The 10 Minute Audit Process™

- List the top processes and procedures that are critical in your organization
- In a binder or electronic file folder:
 - Include a spreadsheet in the front with every employees name to record audit scores
 - Include a tab for every employee
 - Include a tab for every process
- Take each process and identify the steps you want to measure
 - Put these steps into a form that will allow you to check off if something is being done properly
- Communicate to staff the reason behind the auditing process – What's in it for them!
- Provide necessary training to staff on what they are being audited for
- Begin Audits

Remember – The objective is to make sure it won't take longer than 10 minutes!