



Leadership Benefits to Using a Checklist

Many of us have repetitive tasks to complete. Often we find that if we don't have any guidance, we may forget certain steps in a process. Sometimes even with simple steps involved we can get distracted and forget one or more of the required procedures.

It is easy for us to forget things and recovery is usually more complex than getting it right the first time.

A simple tool that helps to prevent these mistakes is the checklist. A checklist is simply a standardized list of the required steps developed for a repetitive task. There are five benefits to using a checklist:

1. Organization: Checklists can help us stay more organized by assuring we don't skip any steps in a process. They are easy to use and effective.

A to-do list is a special form of a checklist that we talk about in our time management training course, Master of Time.

A to-do list allows you to quickly and efficiently manage your various tasks. It's simply a list that keeps all of your tasks and items to complete in one place.

The to-do list is not only a great tool for executives; anyone will find this tool useful. The to-do list allows you to schedule activities and not let anything "fall between the cracks."

2. Motivation: Checklists motivate us to take action and complete tasks. Since checklists can make us more successful, it becomes a virtuous circle where we are motivated to accomplish more due to the positive results.

3. Productivity: By having a checklist you can complete repetitive tasks more quickly and efficiently, and with fewer mistakes. This gives you more time in the day and assures fewer "fire drills." You become more productive and accomplish more each day.

4. Creativity: Checklists allow you to master the repetitive tasks and utilize more brain power for creative activities. Since the checklist means fewer fire drills and less stress, you not only have more time to be creative, you have the ability to think more clearly.

5. Delegation: By breaking down tasks into specific tasks, checklists give us more confidence when delegating activities. When we are more comfortable that tasks will be done correctly, we delegate more and become significantly more productive.

Using checklists ensures that you won't forget anything.

Checklists can also help breakdown daunting projects into more manageable tasks. For example, this checklist of [Board Roles and Responsibilities](#) by BoardSource outlines the foundation of a successful board.

Source: <http://www.hartfordbusiness.com/article/20140623/PRINTEDITION/306199955/seven-management-benefits-of-using-a-checklist>