


CHECKLIST: CREATING CHECKLISTS

AN EFFECTIVE CHECKLIST IS: 	
Short, between five and nine items	
Focused, describing only the most critical and important steps	
Clear, with simple and precise wording	
Practical, easy to use, and to the point	
Concise, fitting on one page	
Easy to read, with no distracting clutter, color, or fonts	

Source: Based on Daniel Boorman's description in Atul Gawande's *The Checklist Manifesto*.