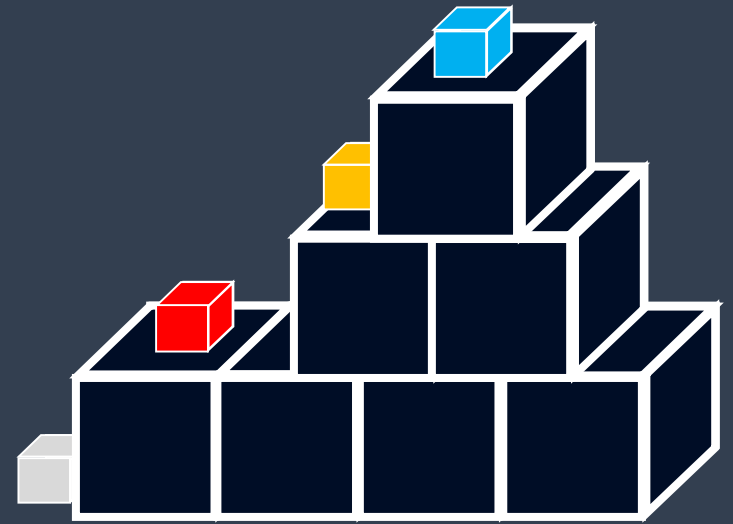


MY WEEKLY PDCA

THE FREE TRIAL



[Visit My Weekly PDCA](#)



INTRODUCTION

You can use the Free trial of My weekly PDCA to understand how the PDCA and the visual management work.

It is based on a single week, and for this reason, we tried to simplify the instructions you will find in this file. We did it because:

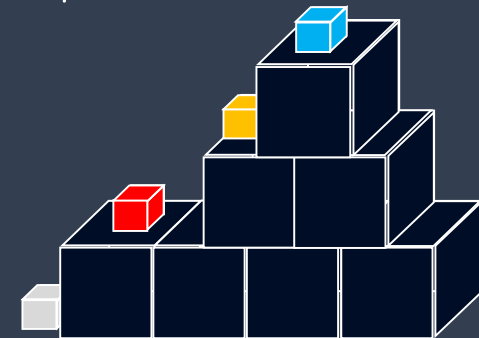
- To monitor your results, it is required a minimum of 4 weeks. Using it for one single week, you wouldn't be able to understand the trend.
- For the same reason, it is not possible to insert the Leader Standard Work for the entire quarter.

WE CAN ENSURE YOU THAT....

The instructions that you will read in the next page are enough to correctly start with My weekly PDCA without difficulties:

The true My weekly PDCA has got additional instruments that will motivate you even more, but if you learn to use efficiently the PDCA tool (Plan Do Check Act) it is already a good step forward.

I WISH YOU COULD REACH THE RESULTS YOU ARE AIMING AT.



Week n.1		Put a check mark on “DO” when you finish it, on “CHECK” when you monitor the final result and write a correction when it is required.	
Note down the activities for the week and decide when to do them			
ACTIONS AND SCHEDULE			
1	DO	CHECK	<div>▶</div> <div>ACT</div>
2	DO	CHECK	
3	DO	CHECK	
4	DO	CHECK	
5	DO	CHECK	
6	DO	CHECK	
7	DO	CHECK	
8	DO	CHECK	
9	DO	CHECK	
10	DO	CHECK	
11	DO	CHECK	
12	DO	CHECK	
13	DO	CHECK	
14	DO	CHECK	
15	DO	CHECK	
16	DO	CHECK	
17	DO	CHECK	
18	DO	CHECK	
19	DO	CHECK	TOTAL
20	DO	CHECK	

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CORRECTIVE ACTIONS AFTER CHECK (ACT)		PUT A CHECK MARK WHEN THE PHASE IS CLOSED	
1		DO	CHECK
2		DO	CHECK
3		DO	CHECK
4		DO	CHECK
5		DO	CHECK
6		DO	CHECK
7		DO	CHECK
8		DO	CHECK
9		DO	CHECK
10		DO	CHECK
11		DO	CHECK
NON RECURRING APPOINTMENTS AND SCHEDULE			
Monday morning			
Monday afternoon			
Tuesday morning			
Tuesday afternoon			
Wednesday morning			
Wednesday afternoon			
Thursday morning			
Thursday afternoon			
Friday morning			
Friday afternoon			