*USE THIS WORKSHEET BY PRINTING IT OR BY TYPING INTO THE GREY BOXES. CLICK INSIDE A CHECK BOX TO INSERT AN “X”.*

**GLOBAL AIM, FLOWCHART AND**

**SPECIFIC AIM STATEMENTS WORKSHEET**

**WRITE A THEME FOR IMPROVEMENT**

**DEVELOP A GLOBAL AIM STATEMENT**

*Create an aim statement that will help keep your focus clear and your work productive*.

**We aim to improve**:

**In:**

**The process begins with:**

**The process ends with:**

**By working on the process, we expect:**

**It is important to work on this now, because:**

**CREATE A FLOWCHART**

**DEVELOP A SPECIFIC AIM STATEMENT**

*2008 Trustees Dartmouth College, Godfrey, Nelson, Batalden*

*Adopted 2020, IHSSE*

**We will:** [ ]  **improve** [ ]  **increase** [ ]  **decrease**

**The:** [ ]  **quality** [ ]  **number/amount** [ ]  **percentage** [ ]  **other**

**By:**

or

**From:**

**To/By:**

**By:**

***Example***: We will decrease waiting time from 30 minutes to 20 minutes by June 1, 2020.