

# Visual Management Checklist

## Getting Started

Use the questions below to help you think through developing meaningful visual management.

- What needs to be seen? What should the visual management show?
- What is the best way to display the information?
- Who will use it? Who will update it?
- How often will it be used? When will we talk about it?
- What action will it trigger?

## Checking Your Work

Use the questions below to evaluate whether you have put in place all of the elements needed to make your visual management successful.

- Have you picked the right location? Will the right people see it at the right time?
- Is it irresistibly easy to update? Are there any barriers to keeping the information fresh?
- Is the visual effective? Can you read and understand it in 15 seconds from 15 feet away?
- Does it make sense for your work? Have you customized it to be specific and relevant to what you and your team do?
- Are you watching for equity and inclusion issues? Is the information accessible to as many people as possible?
- Are you making sure people aren't getting blamed for process issues? Are you rewarding courage and openness in discussing the real situation?
- Are you actually using the data to make things better? What do you do when a status indicator turns red? (*Hint: if the answer is "nothing" or "it never turns red," you're probably not looking at the right thing.*)
- Are you fine-tuning your visual to work better for you and your team? What is your check and adjust cycle?