The printable *CI toolkit.*

Blank, fill-in versions of every continuous-improvement tool in the method, grouped by DMAIC stage. Print it, grab a pencil, and fill one in over coffee. Pencil beats perfect.

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Each tool prints on its own page. Filled-in examples live in the method.

1 Personal *SIPOC*

CI TOOL · SIPOC D · DEFINE

Map your life once, on one page: where the work comes from, what it is, how you handle it, what good looks like, and who it's for. Fill left to right. Twenty minutes, not an afternoon.

S · SUPPLIERS roles, channels, plans	**I · INPUTS** what actually shows up	**P · PROCESS** five steps or fewer	**O · OUTPUTS** what “good” looks like	**C · CUSTOMERS** who it serves
		Capture → Triage → Decide → Do → File & improve		

Check: does every output serve a named customer? If not, drop it or park it.

2 Stakeholder *analysis*

CI TOOL · STAKEHOLDER ANALYSIS

D · DEFINE

Once you know your customers, map what each one needs from you. Start with the C column of your SIPOC. Ideas: family, partner, work team, close friends, guests, and yourself.

WHO	WHAT THEY NEED FROM ME	HOW OFTEN	HOW I KEEP THEM IN THE LOOP
Myself			

3 Voice of the Customer → *CTQ*

● CI TOOL · VOC → CTQ TREE D · DEFINE

For each customer from your SIPOC, write what they would actually say, the need underneath, and a plain, checkable standard for “good” (critical to quality).

WHO	WHAT THEY'D SAY their words	WHAT THEY REALLY NEED	CTQ how I'll know it's good	TARGET
Myself				

A good CTQ is something you could check on a calendar or a count. “Be more present” → “dinners without screens, most nights.”

4 Macro plan → *90-day cascade*

CI TOOL · HOSHIN CASCADE · D · DEFINE

Every small thing points up. Write top to bottom; each level should name the one above it serves.

Future self · 3+ years

Vision · mission · values

Vision: an ordinary Tuesday, three years out. Mission: this season, one line. Values: three to five filters.

↓

Macro plan · this year

Three or four themes (big rocks)

↓

90-day plan · this quarter

A few rocks

ROCK	SERVES THEME	DONE WHEN

↓

This week · one page

Blocks that move a rock

Plus: what's waiting on you, and the day you keep free.

5 Virtual 5S checklist

● CI TOOL · VIRTUAL 5S M · MEASURE

Files, inboxes and notes, organized like a well-run workshop. Do the first pass once; then keep the weekly shine.

STEP	WHAT IT MEANS	MY ACTION	DONE
1 · Sort	Delete or archive what you don't need		☐
2 · Set in order	One home for each kind of information		☐
3 · Shine	Weekly clean-up: Downloads, desktop, inbox		☐
4 · Standardize	Naming, and where things go		☐
5 · Sustain	A routine that keeps it tidy		☐

The weekly shine · 15 min

- [ ] Downloads emptied
- [ ] Desktop holds this week's work only
- [ ] Inbox sorted into piles
- [ ] Stray files renamed to the standard
- [ ] Captures filed to a lane
- [ ]

My naming standard

Try: date · lane · what it is. My shine day and time: _____

6 Baseline & *data collection plan*

CI TOOL · BASELINE & DATA COLLECTION PLAN

M · MEASURE

Decide exactly what counts before you measure. Then measure two ordinary weeks, before you change anything.

Baseline from: _____ to: _____ Reviewed in: _____

MEASURE	OPERATIONAL DEFINITION exactly what counts	SOURCE	WHO COLLECTS	HOW OFTEN	BASELINE

Write the definition before you look at the number.

7 Waste walk *(value stream)*

CI TOOL · GEMBA & WASTE WALK

A · ANALYZE

Walk one real loop with real data (screenshots, a week of inbox and calendar). For each step, write what really happens and tag the waste with a DOWNTIME letter.

Process walked: _____ Date: _____ Real data used: _____

STEP	WHAT REALLY HAPPENS	WASTE DOWNTIME letter	IDEA TO REMOVE IT
Capture			
Triage			
Decide			
Do			
File			

D Defects **O** Overproduction **W** Waiting **N** Non-utilized talent **T** Transportation **I** Inventory **M** Motion **E** Extra processing

8 Pareto *tally*

CI TOOL · PARETO 80/20 · A · ANALYZE

Tally a month of one thing (emails by kind, tasks by type, hours by lane). Sort biggest first, add a running total, and circle the few that make about 80%.

What I'm tallying: _____ Period: _____

CATEGORY	TALLY	COUNT	%	RUNNING %

The vital few

_____

_____

One rule that handles them

_____

_____

A filter, a pile, a routine, or an unsubscribe. AI proposes; you approve.

9 5 *Whys*

CI TOOL · 5 WHYS · A · ANALYZE

When something slips, ask why until you reach a cause you can fix. Stop when the answer is a process, not a person.

What happened: _____ When: _____ How often: _____

WHY?	BECAUSE…	EVIDENCE
Why 1		
Why 2		
Why 3		
Why 4		
Why 5		

Root cause

_____

_____

Countermeasure · check on

_____

_____

Then check it next month (PDCA).

10 Fishbone *(Ishikawa)*

CI TOOL · FISHBONE

A · ANALYZE

Write the problem in the middle. Brainstorm possible causes under each category, then circle the likeliest and test it with 5 Whys.

Method

the routine and its steps

Tools

apps and bots

Inputs

what arrives, from where

The problem →

People

me, my partner, the team

Timing

rhythms and schedules

Environment

busy seasons, travel weeks

11 Standard work *card*

CI TOOL · STANDARD WORK

I · IMPROVE

The current best way to run a routine, written down. If a step has a clear “done when,” a routine can eventually run it for you.

Routine: _____ Owner: _____ Last revised: _____

TIME	STEP	DONE WHEN	CAN A ROUTINE RUN IT?

12 Kanban board *with limits*

CI TOOL · KANBAN & WIP LIMITS

I · IMPROVE

One card per item. Set a small limit on Doing and on Waiting on you; when a column is full, nothing new moves in until something moves out.

Week of: _____ Doing limit: _____ Waiting-on-you limit: _____

Captured	Doing · limit ___	Waiting on you · limit ___	Done

13 Level-week *planner*

CI TOOL · HEIJUNKA · I · IMPROVE

Spread the week evenly: a little deep work, admin, people time and home each day, instead of spikes. Keep one day free.

Week of:

DAY	DEEP WORK	ADMIN	PEOPLE	HOME	LOAD light · ok · heavy
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun	Kept free · being present				

Any day marked heavy? Move one block to a light day before the week starts.

14 RACI *chart*

CI TOOL · RACI CHART

I · IMPROVE

One row per recurring task. Exactly one A per row. If it leaves the house, the A is you.

TASK	ME	CHIEF OF STAFF	SPECIALIST	SPECIALIST

R Responsible · does the work **A** Accountable · owns it, gives the yes **C** Consulted · asked before

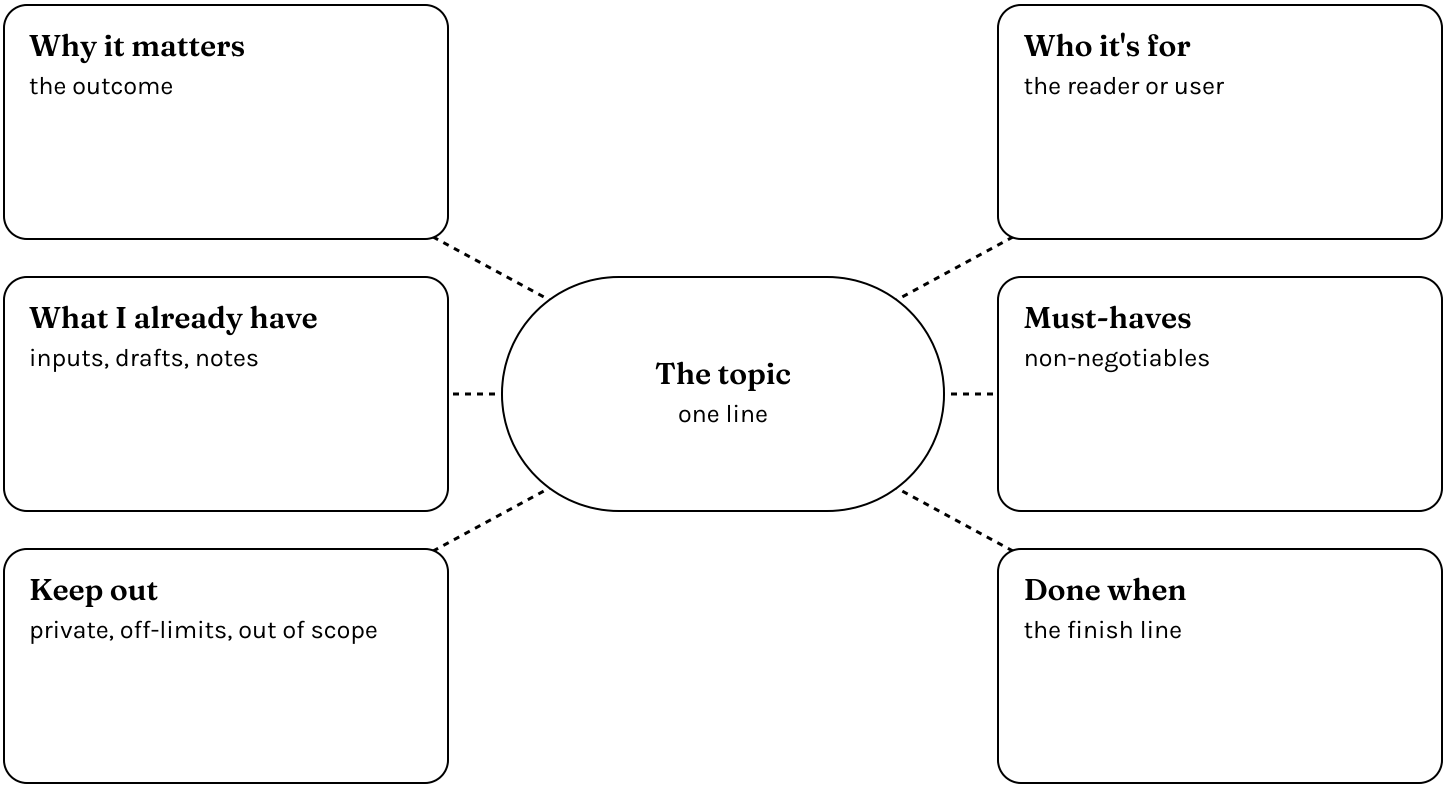
I Informed · told after

15 Mind map *& A3 brief*

CI TOOL · A3 BRIEF & MIND MAP

I · IMPROVE

Put the one-off in the middle. Fill the branches before you hand it to a deep-work partner; the branches become the brief's headings.



BACKGROUND why now	CURRENT STATE what I have	GOAL done when	PLAN steps, who	CHECK how I'll know

The A3: the same brief on one page. The mind map's branches fill it in.

16 FMEA-*lite*

CI TOOL · FMEA-LITE · I · IMPROVE

For each agent or routine: what could go wrong, how bad, how likely, and the guardrail that prevents it. Re-check when a new bot joins the team.

AGENT / STEP	WHAT COULD GO WRONG	EFFECT	SEVERITY H·M·L	LIKELY H·M·L	GUARDRAIL

Standard guardrails: drafts not sends (poka-yoke) · stops and asks (jidoka) · heartbeat, fail loud.

17 Control *plan*

CI TOOL · CONTROL PLAN

C · CONTROL

For each Control Tower measure: what normal looks like, who checks it, the signal that means act, and the reaction.

MEASURE	NORMAL RANGE	CHECKED BY · HOW OFTEN	SIGNAL: ACT WHEN…	REACTION

Signal vs. noise: one odd week is noise. A run of three drifting the same way, or a point outside the range, is a signal.

18 Visual management *board*

CI TOOL · VISUAL MANAGEMENT & ANDON

C · CONTROL

One glance, not a read. Sort this week's items by color, put anything red in “Waiting on you,” and keep the page short.

Week of:

Waiting on you

○ Green · handled

◌ Amber · needs a glance

● Red · needs a decision

Mon	Tue	Wed	Thu	Fri	Sat	Sun

19 Control Tower *KPI sheet*

CI TOOL · CONTROL TOWER · C · CONTROL

One page that tells you whether the system is working. Pick three to six measures, tie each to your future self or a macro-plan theme, and review them weekly in the week-ahead, not daily.

Week of: _____ Reviewed in: _____

MEASURE	WHY IT MATTERS which theme it serves	TARGET	THIS WEEK	STATUS green · amber · red	TREND
				G · A · R	↑ → ↓
				G · A · R	↑ → ↓
				G · A · R	↑ → ↓
				G · A · R	↑ → ↓
				G · A · R	↑ → ↓
				G · A · R	↑ → ↓

By specialist · one number each

_____

_____

_____

_____

Color rules

- ☐ Green: handled, no action
- ☐ Amber: needs a glance
- ☐ Red: needs a decision

Ideas: routines on time · decisions waiting on me · inbox calm · rocks on track · first-pass approvals · days kept for being present · time where I meant it.

20 Say vs. do *review*

CI TOOL · SAY VS. DO REVIEW · C · CONTROL

Monthly or quarterly. List what you say matters (from your future-self values), then pull the facts from your calendar or a time audit. No grades: one observation, one small experiment, check again next month.

Month / quarter: _____ Facts from: _____ Check again on: _____

WHAT I SAY MATTERS	RANK	HOURS THIS MONTH	% OF TIME	GAP bigger · smaller · fine	ONE EXPERIMENT

One observation

The biggest gap, in neutral words. Facts, not judgment.

One experiment for next month

Small, specific, on the calendar. Then check it (PDCA).

21 PDCA feedback *log*

CI TOOL · PDCA & KAIZEN

C · CONTROL

Every time you edit or turn down a draft, jot what you changed and what the system should keep. Then save it where your AI will read it next time.

Plan	*Do*	*Check*	*Act*
AI drafts from notes	I review: yes / edit / no	What I changed or rejected	Save as style, rule or preference

DATE	DRAFT / TASK	CHECK: WHAT I CHANGED OR REJECTED	ACT: THE LESSON	SAVED AS style · rule · preference

Examples: “warmer, shorter” → style · “never say X” → rule · “always cc Y” → preference.