

System Creation Tracker

Use one entry per recurring issue. Once a problem has happened more than twice, it earns a documented system. Track each conversion here.

HOME / UNIT

DATE

COMPLETED BY

REPEATED ISSUE	FREQUENCY	CURRENT RESPONSE	IMPROVED SYSTEM	RESPONSIBLE PERSON	DATE IMPLEMENTED

Frequency: how many times the issue has surfaced (e.g. "3 in 30 days"). Improved System: a one-sentence description of the documented procedure. Responsible Person: a single named owner — never "the team."

TIP

If a system has been "implemented" but the underlying issue is still recurring, the system isn't actually being used. Re-open it, identify the friction, and adjust before scoring it as solved.