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International Certifications Centre

Innovate • Sustain • Reinvent

Performance Change Checklist



The Performance Change Checklist



1. Identify Pain Points

Before launching any improvement initiatives, pause to deeply understand where performance breaks down. Use data, feedback, and frontline input to pinpoint bottlenecks and inefficiencies.

2. Conduct a Performance Audit

Do not rely on assumptions. Use a structured audit to assess roles, processes, systems, and results. This diagnostic approach ensures that your performance strategy is rooted, not guesswork.

3. Maintain and Sustain Now

Future planning is important, but today's stability is essential. Ensure continuity in essential operations and reinforce what is working. Building today's foundation strengthens tomorrow's ambitions.

4. Stick to Your Knitting

In turbulent times, distraction is the enemy. Focus on your organisation's core strengths and value propositions. Now is not the time to chase shiny new initiatives unless they align directly with strategic outcomes.

5. Keep Your Eye on the Ball

Maintain a sharp focus on your key performance indicators. Do not let noise or crisis fatigue dilute your goals. What gets measured still gets managed, even in chaos.

6. Align Systems for Performance

Instead of trying to "fix people," examine whether your systems, technology, workflows, decision rights are enabling or hindering performance. Systems thinking yields lasting solutions.

7. Eradicate Performance Waste

Eliminate non-value-adding activities. From unnecessary meetings to outdated reporting structures, streamline efforts so that every action contributes to impact and purpose.

8. Engage and Commit to People

During tough times, people need to feel safe, heard, and empowered. Engagement is not fluff, it is fuel. Provide clarity, communicate frequently, and build trust through transparency.

9. Assess Your Culture

Is your culture one that rewards initiative or punishes mistakes? Take an honest look. Culture is the silent driver of behaviour. Make sure it supports rather than sabotages performance.

10. Reward and Recognise Performance

Recognition does not need to be expensive, just authentic, and immediate. Reinforce positive behaviour in real-time. Celebrate resilience, effort, learning, and results.

Ready to Turn Insight Into Action?

If this checklist highlighted gaps, friction, or blind spots in your performance systems, let's talk.

In a complimentary 30-minute Performance Clarity Session, we will:

- ✓ Identify your biggest performance bottleneck
- ✓ Clarify what is within your control to shift
- ✓ Outline your next 1–2 strategic moves

No pressure. Just clarity.

BOOK NOW



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