

Processmap: Checklist for Checklists, Step: Drafting, Checklist: Checklist

- 1  Is the font:
  - San serif?
  - Upper and lower case text?
  - Large enough to be read easily?
  - Dark on a light background?
  
- 2  Does the checklist:
  - Utilize natural breaks in workflow (pause points)?
  - Use simple sentence structure and basic language?
  - Have a title that reflects its objectives?
  - Have a simple, uncluttered, and logical format?
  - Fit on one page?
  - Minimize the use of color?
  
- 3  Are there fewer than 10 items per pause point?
  
- 4  Is the date of creation (or revision) clearly marked?