

5 WHYS TEMPLATE Example

DEFINE THE PROBLEM	I am late to work everyday
WHY IS THIS A PROBLEM?	<p>PRIMARY CAUSE Why is it happening?</p> <p>1 I do not leave my house on time</p> <p>Why is that?</p> <p>2 I sleep to long each morning</p> <p>Why is that?</p> <p>3 I turn my alarm off because I am so tired</p> <p>Why is that?</p> <p>4 I go to bed too late each night</p> <p>Why is that?</p> <p>5 I start projects after 9pm</p> <p>NOTE: If the final "Why" has no controllable solution, return to the previous "Why."</p> <p style="text-align: right;">ROOT CAUSE</p>
CORRECTIVE ACTION TO TAKE	<p>CORRECTIVE ACTION</p> <p>Start projects by 7:30pm and test for 1 month and adjust time if I am still late to work</p> <p>PARTY RESPONSIBLE Myself</p> <p>DATE ACTION TO BEGIN Today 2/6/2024</p> <p>DATE TO COMPLETE 3/6/2024</p>