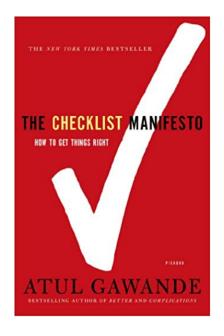
# The Checklist Manifesto Book Summary (PDF) by Atul Gawande

Ready to learn the most important takeaways from The Checklist Manifesto in less than two minutes? Keep reading!



## Why This Book Matters:

The Checklist Manifesto shares one surgeon's theory that checklists can lower our mistakes and boost our excellence.

### The Big Takeaways:

- 1. People possess an abundance of knowledge, which can sometimes be a bad thing.
  - 1. If Possessing so much knowledge forces us to evaluate what situations our experience is necessary. This opens us up to error.
- 2. Utilizing a checklist can help to avoid mistakes.
  - Checklists provide us with explicit instructions that we must acknowledge as they are completed, leaving us less room to make a vital mistake.
- 3. Your checklist should get straight to the point.
  - Your checklist should be short and concise.
    Nothing should be capable of being misunderstood.

- 4. Jobs are too complicated to be left to one person.
  - No one person will have all of the answers; thus, we must be open to utilizing teams to find the information we need.
- 5. Communicating as a team can be better with the help of a checklist.
  - 1. When in a high-pressure situation, clear communication is a must. The help of a checklist can make sure that teams are hitting all of the right points during a difficult task.

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