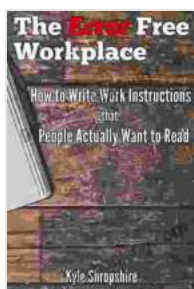


Write Work Instructions That People Actually Want to Read

Writing work instructions that people actually want to read is hard. But it's not impossible. In this article, we'll share some tips and tricks to help you get started.

1. Start with a clear goal

Before you start writing, it's important to know what you want your work instructions to achieve. Are you trying to help people learn how to do a new task? Or are you trying to help them improve their performance on a task they already know how to do?



The Error Free Workplace: How to Write Work Instructions that People Actually Want to Read

by Kyle Shropshire

★★★★☆ 4.8 out of 5

Language : English

File size : 4903 KB

Screen Reader : Supported

Print length : 220 pages

Lending : Enabled



Once you know your goal, you can start to tailor your writing to meet the needs of your audience.

2. Write in a clear and concise style

Your work instructions should be easy to read and understand. This means using clear and concise language, and avoiding jargon and technical terms whenever possible.

You should also use bullet points, headings, and images to help break up your text and make it easier to read.

3. Use active voice

Active voice is more engaging and easier to read than passive voice. For example, instead of writing "The report was written by John," write "John wrote the report."

Using active voice will help your work instructions come alive and make them more interesting to read.

4. Be specific and detailed

Your work instructions should be specific and detailed enough that people can follow them easily. This means providing step-by-step instructions, and including all the necessary information.

Don't be afraid to use images and diagrams to help illustrate your instructions.

5. Test your instructions

Once you've written your work instructions, it's important to test them to make sure they're clear and easy to follow.

You can do this by having someone else read your instructions and try to follow them. If they have any questions or problems, you can revise your

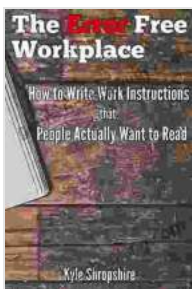
instructions accordingly.

Writing work instructions that people actually want to read is a challenge, but it's not impossible. By following the tips and tricks in this article, you can create work instructions that are clear, concise, and engaging.

And when your work instructions are easy to read and follow, your team will be more likely to use them, which will lead to improved performance and productivity.

Bonus tips

- Use a consistent style throughout your work instructions.
- Proofread your work instructions carefully before you publish them.
- Keep your work instructions up to date.



The Error Free Workplace: How to Write Work Instructions that People Actually Want to Read

by Kyle Shropshire

★★★★☆ 4.8 out of 5

Language : English

File size : 4903 KB

Screen Reader : Supported

Print length : 220 pages

Lending : Enabled





Unveiling the World of Tequila: A Collector's Guide to Tequila Aficionado Magazine April 2024

: Prepare to embark on a tantalizing journey into the extraordinary world of tequila with the highly anticipated April 2024 issue of Tequila Aficionado Magazine. This...



Hazel McCallion and the Development of Mississauga: A Transformative Journey

: The Matriarch of Mississauga Hazel McCallion, affectionately known as "Hurricane Hazel" for her unwavering determination and leadership, served as the mayor of...