

## UNDERSTANDING A PROCEDURE

A procedure is simple. Actions or activities are arranged into different groups. One group may be adequate, this depends on how much there is to be done. It is important not to include too many steps or activities in the group. It is better to do too few things than too many. This may not seem important, but difficulties can easily arise and mistakes can be costly. In the beginning, the procedure will seem complicated; however, with understanding and familiarity procedures soon become routine.

