The 5-step TRANSLATION PROCESS professional translators use

Overview
The first step is simply to scope out the text to be translated - subject matter, content, length, style, technicality, etc.
The translator will typically read or skim read parts of the text to get a feel for the content.
They may note key concepts or terminology to be researched, or background reading needed.

Initial translation
The translator systematically translates the document in chunks of 5 – 10 words a time.
Chunks need to be short enough to hold in short term memory, and will ideally be discrete units of meaning.

Accuracy check
The translation is methodically compared against the original, chunk by chunk.
The aim is to confirm no content has been missed and no meaning misrepresented.
Most translators will also look to improve any awkward or inelegant wording.

Clear the mind
This step is very simple - put the translation aside and take a break.
Ideally this will be for a few hours or overnight.
The aim is purely to clear the mind so the final step is more effective.

Final polishing
The translator re-reads the translation, without reference to the source document, looking solely at quality of expression.
Final edits are made to further refine the translation wording.

Why each of these steps necessary
The initial translation (Step 2) results in a draft translation only.
There can be issues with translation accuracy and unnatural wording.
Step 3 fixes any accuracy issues, and step 5 ensures wording is clear and natural.
Step 4 is sometimes omitted but makes for a much more effective step 5, and therefore better quality of expression.