

Exercise 13

Use the grids below to help you focus on the important tasks. If you wish, explore other ways of organizing your thoughts, such as a mind map¹² or decision tree.¹³

5. RE-EXAMINE

- ✿ Recognize the situation (you did this in the previous exercise).
- ✿ Consider your goals.
- ✿ Look for alternatives.
- ✿ Select the workable solutions

RE-EXAMINE	
RECOGNIZE THE SITUATION	
GOALS	
SOLUTIONS OR ALTERNATIVES	
WORKABLE SOLUTION OR ALTERNATIVE	



6. TAKE ACTION

- ✿ Put your decisions into action
- ✿ Accept responsibility for your work

TAKE ACTION	
DECISION	
ACTION	
MY RESPONSIBILITIES	



7. EVALUATE

- ✿ Evaluation is part progress report, part concrete evidence that you have made a real change.

EVALUATE	
TASK	
COMPLETE	
PARTIALLY COMPLETE	
NO PROGRESS	



Keep going through these steps as often as you need to or as often as new aspects of a situation arise.