



## 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 map<sup>12</sup> or decision tree.<sup>13</sup>

### 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.