|  |  |  |  |
| --- | --- | --- | --- |
| **Name the problem or issue**  |  | **Date** |  |
| **Remember, getting the right answer in the right box is NOT the goal here.** **Using the tool to drive your thinking is the goal!****The current situation**  |
| Describe the current situation; what you are currently seeing, feeling and thinking. Describe this is as much detail as possible  |
|  |
| **The problem**  |
| Describe the problem and its impact, be as specific as you can be, quantify as much as possible using time, money, resources, or any other indicator, as well as what you currently see, feel and think.  |
|  |
| **The ideal outcome**  |
| Describe the ideal outcome and what it will mean to you and those around you, again, be as specific as you can be, quantify as much as possible using time, money, resources, or any other indicator, as well as what, once you have achieved the outcome, what you will see, feel and think.  |
|  |
| **The analysis**  |
| In the analysis section on the next page, think through each section of the model and think about where you are now and where you need to be, some sections will be more important that others for different problems. Then having compared and contrasted the “as is” and “to be” note down any specific actions that you may need to take  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Environment**  | **Where am I? What does my environment look / feel like?** | **Where do I need to be? What does my environment need to look / feel like?** | **Specific actions** |
|  |  |  |
| **Behaviour** | **What (specifically) am I doing?** | **What do I need to do?** | **Specific actions** |
|  |  |  |
| **Capabilities** | **What do I know, what skills do I have?** | **What I need to know, what skills do I need?** | **Specific actions** |
|  |  |  |
| **Values and beliefs** | **What is important to me? What do I value / believe about this situation?** | **What needs to be important to me? What do I need value / believe about this situation?** | **Specific actions** |
|  |  |  |
| **Identity** | **Who am I?** | **Who do I want to be?** | **Specific actions** |
|  |  |  |
| **Spirituality** | **What am I here for? What am I a part of that is greater than me?** | **What do I want to be here for? What do I want to be part of that is greater than me?** | **Specific actions** |
|  |  |  |

|  |
| --- |
| **The action plan**  |
| Having worked through the above process review the insights and actions to develop you specific action plan  |
| **What needs to be done?**  | **By when?** | **By who?** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **Post delegation - lessons learnt – making it even better next time …** |
| **10) What worked?**  | **11) What didn’t?** |
|  |  |
| **12) What happens next?** |
|  |