

Intro

Leadership is about making changes: big & small. This may included changes to:

1. Yourself
2. Your organization

Follow these 5 steps to clarify, and then follow through on the changes you want to make.

— Albert



Focusing Questions

Diagnose

1. What exactly is the current problem? What needs to change?
2. Why is it a problem? How do you know it's a problem? What other problems is it causing?
3. What caused this problem? How did it come to be like this?
4. Do you need more information about the problem before continuing? Has anyone else already solved this?

Goal

5. What is the end goal? What specific change do you want to make?
6. When do you want the change to be finished?
7. How exactly will you evaluate whether the goal has been achieved? Do you want several evaluations?

Plan

8. What are all the steps needed to accomplish the goal? (Write separately)
9. Who needs to participate/agree?

Do

10. You and everyone else (from **step 9**) follow your plan (from **step 8**).

Evaluate

11. Evaluate progress (see **step 7**).
12. Is the problem solved? If not, jump back to **step 1**.