

STEP 3 | DESIRED SITUATION (GOALS)

What do you want to happen?

(Use data to set realistic goals)

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STEP 6 | EVALUATE

Did it work? How so?   
Do you need to make any changes?

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STEP 5 | MEASURES

How will you know if it worked?   
How will you measure?

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POINT B

STEP 1 | OBJECTIVES

What problem(s) do you want to solve? What are you trying to achieve?

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STEP 4 | ACTIONS

What steps will you take to solve your problem(s)? Make sure that they are realistic.

(Recommended: make short and long term goals)

SHORT TERM

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LONG TERM

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How to get from Point A to Point B

STEP 2 | CURRENT SITUATION

What is the current status of your work? How are things performing?

(Use data to quantify this)

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POINT A