

# BECOMING YOUR BEST

## GLOBAL LEADERSHIP

WELL BEING • PERFORMANCE • PRODUCTIVITY

### The Six-Step Process

Name:

Date:

Challenge/Problem/Opportunity:

#### 1. What is the Vision?

#### 2. What is the Current Reality?

**3. Identify the REAL issue.** Is there a gap between the vision and current reality? If so, do a gap analysis and continue to ask *why* until you identify the ROOT cause for the gap.

#### 4. What are the best options?

This is a go-no-go point. If your options will help you solve the real issue and achieve the vision, then go to the next step. If not, what is still missing to address the real issue and achieve the vision?

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### 5. Develop and Implement the Plan.

- Review potential threats as well as any required resources.
- Review lessons learned from anyone who has previously done what you want to do.
- The most important part of the process: Identify WHO will do WHAT by WHEN?

WHO	WHAT	WHEN

**Red Team the Plan.** Have one to four people review your plan to identify what might be missing.

### 6. Debrief and Evaluate Results.

What worked well? What didn't work well?

What are your lessons learned?

**Did you achieve the vision?**

If so, great! If not, apply the new lessons learned and repeat the Six-Step Process.