

Tool 14A - Step-by-Step Mastery (Steps & Actions)

Name: _____ Date: _____

Email: _____ Phone/Extension: _____

Team/Role: _____ Company / Department: _____

STEP 1

Q1. Step Name (short label):

Q2. What is the action? (what to do):

Q3. Do I understand? (Yes / No / Not Yet):

Q4. What I don't understand about this step:

Q5. How can I show I understand?

Q6. Why this step matters:

STEP 2

Q1. Step Name (short label):

Q2. What is the action? (what to do):

Q3. Do I understand? (Yes / No / Not Yet):

Q4. What I don't understand about this step:

Q5. How can I show I understand?

Q6. Why this step matters:
