

Step-by-Step Mastery (Steps & Actions)

Name: _____	Date: _____
Email: _____	Phone/Extension: _____
Team/Role: _____	_____

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:
