

## Tool 14B - Step-by-Step Mastery (Parts & Purposes)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

Team/Role: \_\_\_\_\_ Company / Department: \_\_\_\_\_

### PART 1

**Q1. Part Name (short label):**

\_\_\_\_\_  
\_\_\_\_\_

**Q2. What is the part or idea?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Q3. What I don't understand about this part:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Q4. How can I show I understand?**

---

---

---

**Q5. Why this part matters:**

---

---

---

## PART 2

**Q1. Part Name (short label):**

---

---

**Q2. What is the part or idea?**

---

---

---

**Q3. What I don't understand about this part:**

---

---

---

**Q4. How can I show I understand?**

---

---

---

**Q5. Why this part matters:**

---

---

---