

Tool 17 – Impossible Made Simple

Name:

Date:

Company / Department:

Team/Role, Email, Phone:

Q1

Pick a project, process, or subject you consider extremely difficult

Help: Choose a challenge in your role or industry

Q2

Write down everything you know, don't know, and wonder about it

Help: Include assumptions or questions.

Q3

Define your main confusion (definition, scope, relation, or assumption)*Help: Label the type of challenge clearly.*

Q4

Research using trusted sources (internal docs, experts, external references)*Help: Capture what you find.*

Q5

Reformulate the subject in your clearest possible words*Help: Write it so others could follow your explanation.*
