

Tool 6 – Reformulate Now Tracker

Contact Information:

Name:

Email:

Phone / Extension:

Team / Role:

Company / Department:

Date:

Q1

Subject or Topic

What are you working on or trying to understand?

Q2

Reformulation (in your own words)

Explain what you now understand in your own words. This does not need to be perfect. Focus on clarity.

Q3

What Is Still Unclear

Identify one part that is still unclear. If nothing is unclear, write: "I understand this clearly."

Q4

Example*Provide one example that shows how this idea works.*

Q5

Application*How can this be applied in your work or responsibilities?*

Q6

Next Step or Action*What action will you take next to improve your understanding or apply this?*
