

Tool 6 – Reformulate Now Tracker

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.

It 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

Give one example that shows how this works in a real situation.

Q5. Application

How can you apply this to your business or current situation?

Q6. Next Step or Action

What will you do next to move forward with this?
