

Tool 24A – Reformulate the Job

Explain your work in your own words so the business owner, founder, or team lead can understand what you know and what may still need clarification.

Name:	
Role / Job Title:	
Business / Team:	
Date:	

Q1 What is your job or role?

Q2 What are your most important responsibilities?

Q3 What do you need to do at the beginning of your work?

Q4 What do you need to do before finishing your work?

Q5 What does successful performance look like?

Q6 Which parts of your role are you still unsure about?

Q7 What questions or information still need clarification?

Final Review

Before submitting, review your answers to make sure they accurately describe what you understand about your role and clearly identify anything that still needs explanation.