



The questions below are designed around the GROW model. Answer them in sequence to help identify a clear way forward on an issue of your choosing.

I

What is an issue that you would like to work on? This could, for example, be a task that you would like to do better or a skill you would like to improve. The most important thing is that it is something you would like to change.

(Try to keep the issue statement short and written in positive terms. What do you want to start doing or to achieve? The change must also be within your control and can't be about someone else needing to change. For example, if the issue is that, 'Bob talks to me all the time and I can't get my work done.' then you need to focus on you and the change you can make to improve the situation.)

G

Thinking about your issue, in a few words what would good performance look like?

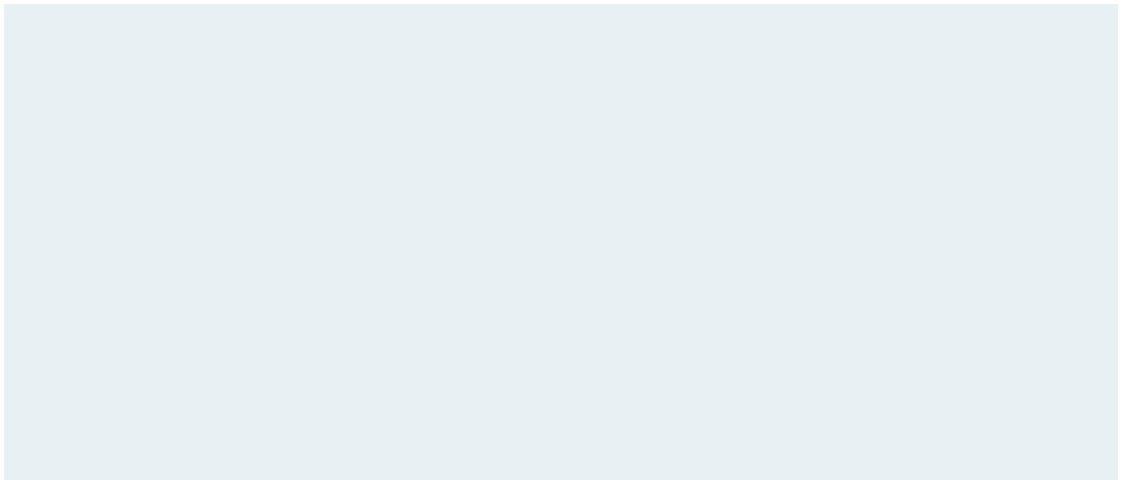
How will you know when you have reached your goal (*what will you be doing or what will your experience be*)? Are there any measures that can be used to describe success (*eg. 9 out of 10 times*)?

By when would you like to have reached your goal (*be realistic*)?



R

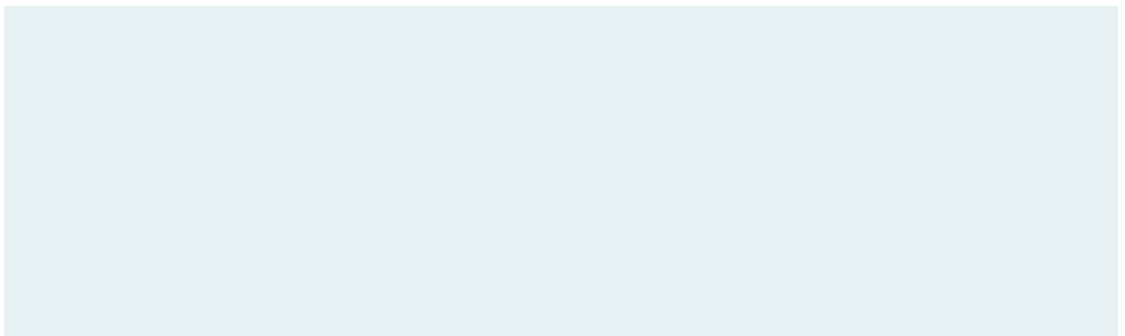
What is happening (*or has happened*) that tells you that you need a change?



Is there anything about the current situation that is working well?



Have you already tried to improve the situation? What was the result?

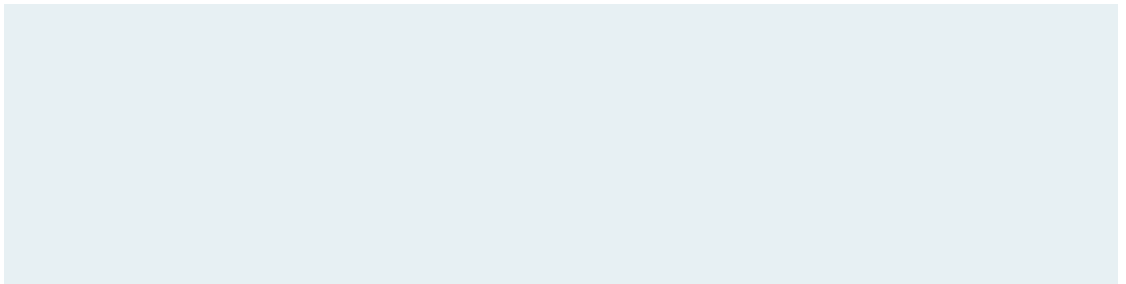


What obstacles are standing between you and your goal?

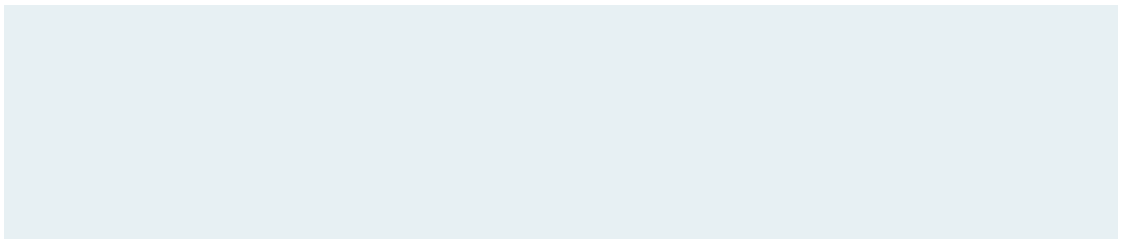


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Without censoring yourself, write down six things you *could* do to move one step closer to your goal? (*think about getting one step forward not getting all the way to your goal*)



If you asked a manager or a trusted colleague for advice what might they suggest you do?



Looking at the ideas you generated above, choose your next step and write it here?



*Will the action above: move you closer to your goal, and
 provide an overall benefit*

If not choose another idea or do another brainstorm session.

W

WHO. Does anyone else need to be aware of/involved in your plan? If so, what is their involvement?

WHAT. List the actions you will need to go through to complete the step you identified earlier (*i.e. make a rough task list*)

WHEN. When will you do each of the key tasks identified above and would you like this step completed? (*be specific as to date and time*)

Is there anything that might stop you completing the first step? How might you overcome this obstacle?