

Worksheet

**Working backwards to a solution**

**Activity**

**Issue:** *(Briefly describe the issue you want to improve or resolve)*

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**Timeframe:** *(Choose a realistic time in the future – a time by when you could reasonably expect the issue would be resolved)*

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**Purpose:** *(Why you are calling the meeting)*

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**Description:** *(What it would look like at the end of the time frame, Describe the issue in the past tense – as though it’s already resolved.*

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**Conversation starter:** *(The question to put to the group to encourage discussion)*

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**Group description of the steps, actions, etc, that were put in place that resulted in the resolution**

**(i.e. the solutions).**

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| **What we did** | **Realistic?** | **Agreed?** |
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*Note: it is important to make sure that the actions or solutions are realistic.*