

# Z-Process Toolkit

<b>Now</b>	<b>Immediate</b>	<b>Reality Check</b> Assess the current specifics and details
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<b>Key Questions</b>
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<input type="checkbox"/> What is the current situation?	
<input type="checkbox"/> The key facts as they stand right now.	

- What are your available resources?
- What are the current constraints?
- Who are the people?
- What are the current deadlines?
- What is the financial status?
- What are your time constraints?
- Do you need to gather more information?
- Have you talked with the involved parties?
- Have you visited the location?
- What additional locations are available?
- What additional resources could be acquired?

<b>Additional Questions for this Decision/Situation/Challenge:</b>
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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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# Z-Process Toolkit

<b>Stabilize</b>	<b>Consistency</b>	<b>Reality Check</b> Assess the current specifics and details
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<b>Key Questions</b>	
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<input type="checkbox"/> What lead to your situation?	
<input type="checkbox"/> What have you tried before?	

- The history.
- What has lead to your current status?
- What has been done in the past by you or others?
- How has this problem been solved before by your or others?
- Why are you in this spot?
- Why did things happen as they did for you to end up here?
- What is repeatable?
- What precedents have been set?
- What is different than before?
- What have you done well?
- What have you done poorly?

<b>Additional Questions for this Decision/Situation/Challenge:</b>
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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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# Z-Process Toolkit

<b>Invent</b>	<b>Brainstorm</b>	<b>Innovate Forward</b> Look at options and long-term implications
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<b>Key Questions</b>	
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<input type="checkbox"/> What outside solutions can you use?	
<input type="checkbox"/> What new solutions might be applied?	

- Brainstorm.
- What are the patterns involved?
- Are there solutions from similar situations?
- Are there ideas from others you can use?
- Are there patterns to the situation challenges?
- What commonalities exist?
- What other areas might your solutions come from?
- What can be changed?
- What are the your trends?
- What are the trends of the problem?

Additional Questions for this Decision/Situation/Challenge:
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# Z-Process Toolkit

<b>Connect</b>	<b>Vision</b>	<b>Innovate Forward</b> Look at options and long-term implications
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<b>Key Questions</b>	
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<input type="checkbox"/> Where do you want to be?	
<input type="checkbox"/> What fits the long-term goals?	

- Visualize the future.
- How do all the elements fit together?
- What solutions address all your issues?
- Is it in line with your long term strategy or plans?
- What are the long term implications of the problem?
- What new perspectives can you use?
- What does a long term solution look like for you?
- What is the essence of the problem?
- What is the core need that you should address?
- What is a one year solution?
- What is a five year solution?

Additional Questions for this Decision/Situation/Challenge:
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# Z-Process Toolkit

<b>Execute</b>	<b>Steps</b>	<b>Execution Process</b> Pros/cons and logical analysis
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Key Questions	
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<input type="checkbox"/> What is the measurable goal?	
<input type="checkbox"/> What are the core action steps you need to take?	

- Is there a step-by-step action plan?
- What do you have to do to reach the goal?
- What are the measurable objectives?
- What intermediate objectives need to be met?
- Which measurement is most important for the goal?
- What are the deadlines?
- How long do core actions take?
- When do you need to be started?
- What are your priorities of metrics and objectives?
- Who is responsible for each step if not you?
- Which of your steps require more detail?

Additional Questions for this Decision/Situation/Challenge:
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# Z-Process Toolkit

<b>Analyze</b>	<b>Logic</b>	<b>Execution Process</b> Pros/cons and logical analysis
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## Key Questions

Do the goals and steps logically fit your problem?

Are there more efficient methods you could use?

- Will the steps logically reach your measured goals?
- What are the probabilities of your success and failure?
- What anomalies exist in the info and plan?
- How should the information be categorized?
- What parts of the plan are inefficient?
- Are all parts of the plan clearly understood by you?
- Which steps have the greatest risk?
- What other factors will logically impact results?
- What is the logical implication of the actions planned?
- What are the unforeseen consequences of the plan?
- What can you alter to make it more effective?

Additional Questions for this Decision/Situation/Challenge:

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# Z-Process Toolkit

<b>Consideration</b>	<b>Communication</b>	<b>Engaging People</b> Impact of people and values
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<b>Key Questions</b>	
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<input type="checkbox"/> How will your important relationships react?	
<input type="checkbox"/> What is the best way for you to explain it to them?	

- Who are the vital relationships that might be affected?
- How will people you care about feel about this?
- Does it show that you care?
- Are others personal needs met?
- How do you avoid conflict/frustration?
- Are you using the right words?
- Are you providing immediate motivation to others?
- How will friends see this?
- How will family sees this?
- How well do your vital relationships understand the steps/process?
- Are you causing confusion?

<b>Additional Questions for this Decision/Situation/Challenge:</b>
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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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# Z-Process Toolkit

<b>Values</b>	<b>Engage</b>	<b>Engaging People</b> Impact of people and values
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Key Questions	
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<input type="checkbox"/> What aspect is most important to you?	
<input type="checkbox"/> Does this align with your values?	

- Is it ethically right or wrong?
- Which options provide the most peace?
- What options are acceptable?
- What options are not acceptable?
- What timeless morals are relevant?
- How will the choices affect your other personal missions?
- Which options are most closely connected with you want to be?
- What actions will you refuse to take in pursuit of the solution?
- What are your most important truths in this situation?
- What will bring you the most tranquility?
- Whose opinions are most important in this matter?

Additional Questions for this Decision/Situation/Challenge:
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# Z-Process Toolkit



**STEP RESEARCH**