

Issue Solver & Opportunity Capturer

“Complexity is your enemy. Any fool can make something complicated. It is hard to keep things simple.” - Author Unknown

1. **What is the issue? Define it.**
2. **Whose issue or opportunity is it? Own it.**
3. **Why is this an or opportunity now? Discuss it.**
4. **What’s the best course of action to take now? Decide it.**

7 Day “to-do’s” :

90 Day “must do’s” :

365 Day “might do’s” :