

## Clarity Tools - Where are you going to use them in your job?

**Inspection:** Making sure the words are clear. Check where you can use **Inspection** in your job

Email	RFP's, RFI's, SOW's	Briefings
Feedback	Contracts	Recommendations
Goals	Directions	Presentations
Policies	Procedures	Reports
Processes	Planning	Status
Instructions	Regulations	Responsibilities
Expectations	Requirements	Handoffs

Where else can you use Inspection?

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**Why?:** Check where you can use **Why?** in your job

**To distinguish "This" from "That",** i.e. the Task from the Problem. When getting or giving a task.

**To find Root Cause:** When something happens (good or bad) that was unexpected.

**To uncover what you don't know** and need to find out.

**To uncover the Because !!** - Constraints that you can't reasonably do anything about.

Procedures	Goal Setting
Instructions	Requirements
Priority changes	Schedules
To Reconcile inconsistencies	Policies
Strategies	Regulations
Customer complaint or complement	Misunderstandings

Where else can you use Why?

**So What?**: Check where you can use **So What?** in your job

**To understand the value**

**To understand the consequences**

**To understand the impact** (financial, schedule, people, customer, etc)

**To understand if you're making a mountain out of a mole hill**

When something happens that's unexpected ... So What?

Requirements review - What's the value?

Priority changes - What's the impact?

If you're behind schedule - What's the impact?

If you're ahead of schedule - What's the impact?

Project changes - What's the impact?

Variation in implementing a process - What are the consequences?

Performance evaluations - What is the value of that accomplishment

What is your so what? What is your value to the organization?

Where else can you use So What?

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**Anticipatory Thinking**: Check where you can use **Anticipatory Thinking** in your job

**To anticipate the future**

**To plan**

**To prepare**

To prepare for a conversation

When there is change to anticipate reactions and actions

Priority changes - What's the new plan

What can go wrong?

What happens if .....

To plan ahead ... hiring, training, testing, etc.

Forecasting - Financial, Schedules, Sales, Headcount

To Prepare for questions that you'll get asked when you present

Where else can you use Anticipatory Thinking?

**Need**: Check where you can use **Need** in your job

**To Prioritize**

**To understand why something is not moving**

**To distinguish between Want and Need**

When reviewing requirements

To Prioritize your work

To explain a change in direction

When you have too much to do

When something isn't happening

To align a team to a common goal

A call to action

Where else can you use Need?