WORKSHEET 01 / TO COMPLETE

Taking stock

Identify the difficulty and choose a first step.

Print and write at your own pace, or copy these headings into a notebook.

My period / currency

What has prompted me to take stock

What I already know

What still needs to be checked

My first step: what, with whom and when?

Is an essential need at risk, or is an official deadline close? Seek suitable support promptly; do not wait until the whole worksheet is complete.