

The Seven Questions - a leadership tool to take the stress out of planning

Aide Memoire

SITUATION

What is the background to our current setting?

> Consider capability, capacity, convenience and continuity of care in this situation.

TASK(s)

What have I been asked to do?

> Consider what have I been asked to do and why - the demand and any distances involved.

TIME

When must this happen by?

> Consider timescale (duration), create a time line (short /medium/long) and start time and end (notify).

LOCATION(s)

Where must this happen?

> Consider suitability, adaptations, equipment available and safety aspects.

RESOURCES

What resources do I need?

> Consider quantity, time required, skill level, additional training and equipment.

COORDINATION

With whom may I have to coordinate?

> Inform stakeholders (staff/attached/support bodies), consider information flow/ bottlenecks.

CHANGE

What might change and put the task at risk?

> Consider weather, power, staff availability, supplies, pinch points and civil unrest.