

Clearly state the problem:

Choose the severity from these three choices:

#1:
I am 100% stuck until this is RESOLVED.

#2:
It would be nice to have this resolved.

#3:
Actually, I don't need to resolve this to move forward.

If your problem falls in **category #1**, answer the following questions:

How do I get unstuck from this problem?

What is the simplest next step forward that I can make right now?

(and if I need HELP to take that step, how do I get it?)

If your problem falls in **category #2**, answer the following questions:

How will I know when I REALLY need to resolve this problem/do this task?

Why is this worrying me right now, today? *(Sometimes understanding why you are worried helps to alleviate the worry...)* How is worrying helping to solve this problem (or not)?

If your problem falls in **category #3**, answer the following questions:

Do I ever need to resolve this problem? Is there really anything here that I have the power to solve?

How will I remind myself that this is NOT actually a problem the next time it comes up *(so I don't spend any MORE time worrying about it!)*?
