

Facilitation of Change and Innovation Sheet

Ask yourself and answer these questions to determine if you are ready to make a change, or ready to become an innovator. Often as innovators we are not always aware of when it's time to change, what to change, if to change, or how to change. Here are some **Facilitative Questions** that will help you determine how to make sense of any issues around change that you have been pondering.

Area	Question	Answer
1.1	Take a look around your environment (home, family, business, personal). What issues do you see ongoing that you have not managed yet?	
1.2	What has stopped you from managing them until now?	
2.1	What would you need to see/hear/feel to recognize when it was time to do something different?	
3.1	What criteria do you use to decide what aspects of the situation need to be changed?	
3.2	Which aspects should stay the same?	
3.3	What is the difference between the two?	
3.4	And how will you know if you've chosen the appropriate elements for each?	
4.1	How will you decide who would need to be brought into the 'change' conversation to ensure you have buy-in from interested parties?	

Area	Question	Answer
4.2	How do you plan on bringing them into the decisions you need to make?	
4.3	How will you know that they are indeed supportive of your change issues?	
4.4	How will you know if they are not supportive?	
4.5	How will you manage the situation if they believe they will be harmed by the change?	
5.1	How will you and your decision partners determine all of the aspects that need to be managed?	
5.2	What elements of the situation need to be shifted first?	
5.3	What elements of the situation need to be shifted second?	
5.4	How will you handle differences of opinion?	
6.1	How will you monitor your process?	
6.2	How will you know if/when you are going off course and need additional support (possibly from the outside)?	

Area	Question	Answer
6.3	How will you and your decision partners help you in your monitoring?	
7.1	What will success look like?	
7.2	How can you be sure that the problem will remain solved over time?	
8.1	What does follow up and follow through look like?	

If you attempt change of any sort before addressing these issues you might find that you are building on sand. When you complete this template by answering these questions you will have a better platform for change and innovation. How exactly you proceed from here depends on the situation.