

Sorted

What's *really* stopping you from making progress?

Sometimes, all you need is a bit of time to look at what's blocking your way so that you can come up with some ideas and plan a way forward. This worksheet is designed to help your thinking.

1 Identify

First off, let's look at everything that's blocking your progress right now.

These prompts might help:-

- Are these things **personal** – to make progress, do you need new skills? More information? More tools?
- Are these things **organisational** – with blocks here, are they about your team? Your organisation?
- Are these things **external** – are these blocks external to you and your work environment? Customers, maybe, or the market you're working in?

Jot them down on this diagram (or a separate sheet if you have a lot):



2 Analyse

Now let's examine these blocks in a bit more detail.

Take a look at what you've written and find the 3 that are having most impact on your progress. Mark these with a star *.

Take another look at all the blocks you have. Find the 3 that you have most influence over and circle those.

Take a break. Have a cup of tea. Look out the window.

3 Strategise

Take another look at your notes.

The blocks that you have marked with a circle and a star are the ones to tackle first.

If you don't have any, that's great – start work on the blocks that are circled, since they are the ones you can do most about now.

What do you notice about those that you've tagged? Are they all in the same area? Are they all personal, for example? Or are they about the environment you're working in? Are there themes? Are they already familiar to you, or are there some surprises in there?

Describe your block to someone you trust. Ask them for their observations and feedback.

Make some notes here:

4 Plan

Choose **one** thing to do now and write it here:-

Choose **one** thing to do next and write it here:-

Everything else you can leave till later. When you've done those two things, come back to your list and start again. What will you do now? What will you do next? What can you leave till later?

5 Act

You've taken the first step to making change by identifying what is the most important thing to tackle first. And by looking at your list a bit more closely, you may know now what you need to do next – in which case, great – go and do it!

On the other hand, if you'd like some help generating some ideas on how to deal with what's blocking you, or prioritising the tasks you'd like to tackle, get in touch at hello@fairisleprojects.co.uk to book a free consultation.

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