“If you have more than three priorities, you have no priorities”
— Brené Brown

This may seem like a rudimentary exercise but it’s the first step: admitting we have a problem and putting it down on paper.

Once articulated, the real work starts in getting to the root cause(s) and making a plan to solve each commute problem through deeper exploration. Here’s your napkin, get scribbling!

**STEP ONE - DEFINE THE PROBLEM**

**Turning Problems Into Priorities**

- **TASK ONE**
  - First we need to
  - ________________
  - ________________
  - ________________
  - ________________

- **TASK TWO**
  - Next we need to
  - ________________
  - ________________
  - ________________
  - ________________

- **TASK THREE**
  - Later we need to
  - ________________
  - ________________
  - ________________
  - ________________

- **TASK FOUR**
  - These we won’t do now
  - ________________
  - ________________
  - ________________
  - ________________

How urgent is the problem?