ADAPTIVE ASCENT GROUP

Adaptive Ascent Group
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Stop. Think. Plan. Do.

An upfront checklist that will save you time and improve results.

Four Possible Outcomes

Do Now	Start, Then Pause	Can of Worms	Bring to CEO or Leadership Team
Clear ask, clear owner, low risk, quick finish. You can proceed with confidence.	Clear enough to begin, but not enough to promise a full finish. Proceed once you document a plan for getting missing info.	The ask uncovers bigger issues, missing info, or unclear ownership that must be resolved before starting task/project.	Needs a decision on priority, timing, risk, money, or cross-team direction. Escalate to ensure you're moving in the right direction.

Answering the questions below will help you determine how you should approach your project.

Work the Steps

1) Stop — What am I being asked to do?

Definition of Done – What will the final product be? In what format(s) will it be delivered?

Due Date – When is the final product needed? Are there any other dates that need to be met for interim steps, such as a draft or a dry run?

Who needs the final result? – Who is requesting the final product? Is there anyone else besides the requester who will also receive it?

2) Think — What kind of work is this?

☐ Quick task ☐ Multi-Step Task ☐ Project ☐ Unclear (more info needed)

Can I finish this on my own?

☐ Yes ☐ Partly ☐ No

3) Plan — What do I already know?

What is missing or unclear?

What is the next best step?

What could slow this down or cause it to need more work than planned?

Do I need the CEO's input? Do I need input from the Leadership Team (LT)?

☐ No ☐ Yes, next 1:1 ☐ Yes, now

If yes, what is the question?

If yes to LT input, is it individual or collective? Does it require a group discussion, or just an FYI to the full team about the decision/direction?

What can I still do before any conversation(s)?

4) Do — What happens now?

☐ Do now ☐ Start first step only ☐ Pause and clarify ☐ Bring to CEO/LT

My Commitment

Owner:

By when:

Next action(s):

> **When to escalate**
>
> **Use immediate escalation when the work affects money, billing, payroll, compliance, contracts, safety, or a same-day deadline.** Use your next 1:1 or Leadership Team meeting when the work needs a decision on priority, ownership, integration, or timing and it can wait a few days.