



Virtual First: Teamwork Kit

# Escalation worksheet

Fill in the blanks with your team. Try to use plain, everyday language.

**The problem we're having is...**

One-sentence, plain language summary of what's blocking you

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**The decision we need to make is...**

The most important decision you need help with, and when it's due

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**The trade-offs of each decision are...**

The pros and cons of each path

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**We disagree about...**

What you aren't aligned on

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**We agree about...**

What you are aligned on

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**The outcome we're hoping for is...**

The thing you're hoping will happen once you're unblocked

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