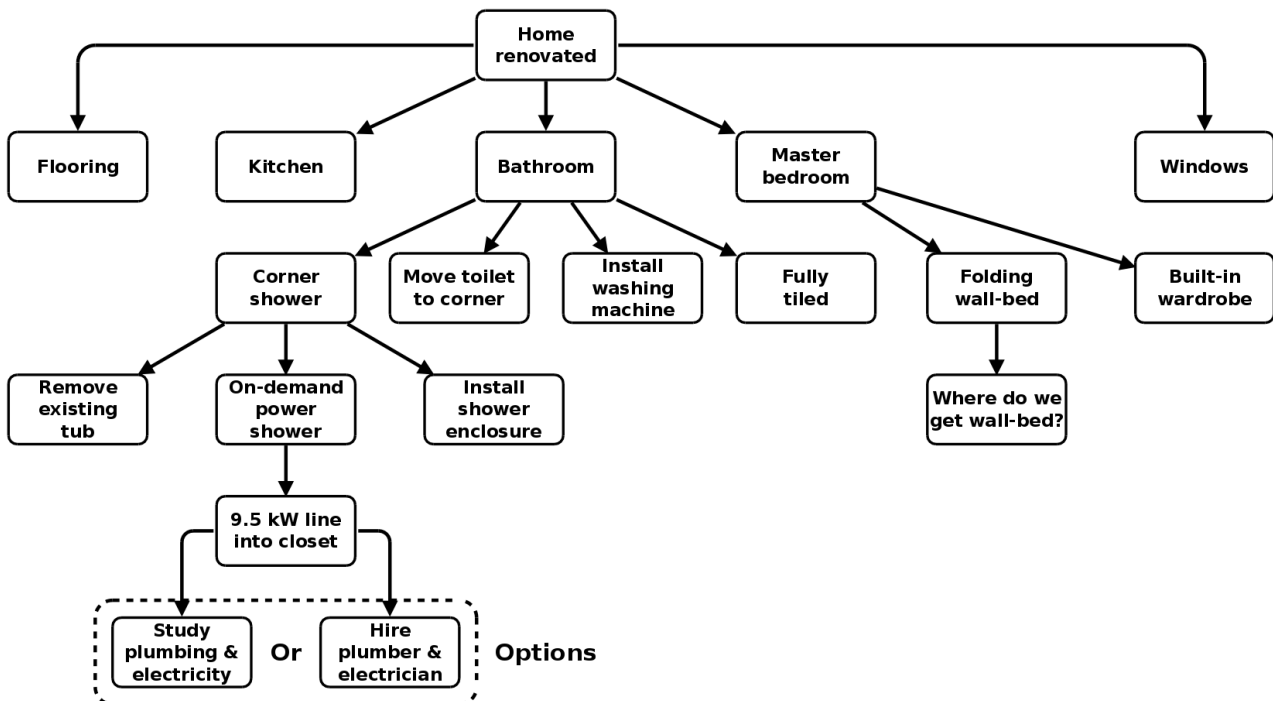




## Drilling-Down To Prerequisites

When you have an idea about how to improve a situation, this idea needs to be turned from a concept into concrete steps.

I recommend a top-down approach where you begin with the overall idea and then ask yourself what else (more specifically) must happen as prerequisites or necessary preconditions? Gradually work downwards to progressively more specific stages, steps or tasks that must be accomplished. This approach can be used for both professional and personal projects. Let's look at a personal project, namely home renovations which include: new flooring, remodelling the kitchen, remodelling the bathroom, building a full-length wardrobe in the master bedroom and installing double-glazed windows. For each of the five chunks of work, you would drill-down to specifics. If we take the bathroom as an example for drilling-down further, you might end up with something like the following:

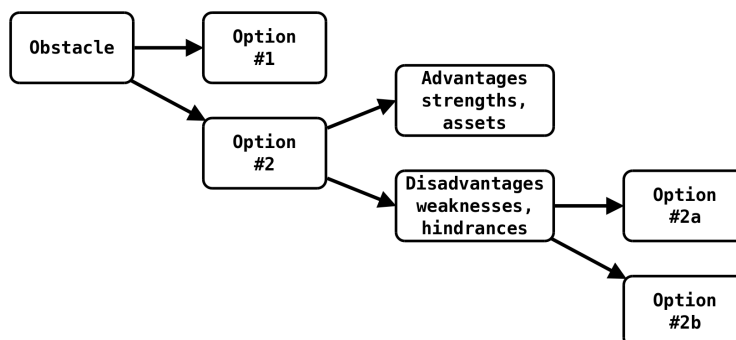


As you start thinking about what needs to be accomplished at each level, you will discover the particular *sequence* in which pieces must be done. For example, you would want to tile the bathroom walls before you put too much stuff in the way (shower stall, toilet, washing machine).

When you drill-down, you may reveal/uncover steps that will be difficult or reasons to revise your plans. For example, in the case of the work on the bathroom, installing an on-demand shower unit requires a 9.5 kW electrical line. If you can't do that kind of wiring, then it is potentially an obstacle. Two possible options immediately spring to mind:

- You could study to become a qualified electrician, which would take time and money.
- You could hire a qualified electrician to do it for less money and a lot quicker than obtaining your electrical qualifications!

When you face a hindrance or blockage to a particular step, what are the options? And for each options, define the advantages and disadvantages/weaknesses. If any of the options have hindrances/blockages, can these be dealt with as well? By considering multiple options and their strengths/weaknesses, you can choose which will be the best way to cope with a particular difficulty.



This material has been adapted from the book:

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