

Data-to-Wisdom Continuum Worksheet

Stage #1: Data – Meaningless Fields From the Past

1. What areas of your organization would you like to improve?
2. Which discrete data collection methods will you use?
 - Drop-down Menus
 - Selection Buttons
 - True/False
 - Date Fields
 - Check Boxes
3. Will you utilize an "other" option? Will it be a discrete field or a free text field? If it's a free text field, how will you go through the collected data?

Remember to only collect the data you need.

For more information on data, refer to Section #2, Stage #1 of the e-Learning course.

Stage #2: Information

1. Each area of your business has specific measures they'll need run. Which areas of your business will you have to consider? Hint: they'll probably be some of the same areas mentioned in your process flow diagram.

Avoid sub-optimization by paying attention to *all* areas of your organization.

For more information on information, refer to Section #2, Stage #2 of the e-Learning course.

Stage #3 – Knowledge

1. Look at the data you collected from Stage #1. Draw conclusions in the context of your overall strategy. List your conclusions here.
2. Look at the conclusions you've drawn and ask "why?" Think about why those trends and patterns are occurring. List your thoughts here.
3. What actions can be taken to change the trends and patterns you noticed in your information? List them here.

4. Do you think you need to run additional reports and drill deeper into your data? What other reports will you run?

5. What are your largest deficiencies? Which ones will you focus on first, and what action will you take?

Recollect your data again after six months and see if anything has changed.

For more information on knowledge, refer to Section #2, Stage #3 of the e-Learning course.

Stage #4: Wisdom

You've achieved wisdom when you've tackled your biggest deficiency. Congratulations!

For more information on wisdom, refer to Section #2, Stage #4 of the e-Learning course.