Who Is Affected?

When and With Whom Might You Use This Tool?

Use this tool whenever you are about to make a decision or take an action that might affect other people. This will help you make sure you're considering the potential impact on, and viewpoints of, all stakeholders.

How to Use It

Identify a decision you are about to make or an action you are about to take.

1. **Identify the people/teams/groups that would potentially be affected** by this decision or action. Which people or groups have you not yet fully considered? (Circle them on your list.)

2. **Brainstorm the potential impact** of this decision or action on these people or groups.

3. **What adjustments?** Having considered these additional people/groups, do you need to rethink anything related to this decision or action? (For example, would it be helpful to meet with any of these people or groups? If so, what is your plan for meeting with and learning from them?)

4. **Get feedback.** As appropriate, get feedback about your ideas from those who would be affected.

Arbinger
Institute

Who Is Affected?

Person

People/Teams Affected	Potential Impact	Adjustments	Feedback

Arbinger Institute