

CAAP Tool Worksheet:

How to make deliberate decisions every day

Introduction

Use the CAAP tool to shift out of auto-pilot thinking and make more intentional decisions and to adapt to a rapidly changing environment.



STEP 1

Step 1: Identify a Challenge

Think about a recent situation where you felt stuck, frustrated, or unsure of the best approach.

Write it down here:



STEP 2

Step 2: Apply the CAAP Framework



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1.

Step 1. Curiosity - Get curious, not critical.

- *What's really going on here?*

Write down one insight or observation that stands out:

2.

Step 2. Acceptance - Accept now to shape next.

- *What do I need to let go of to move forward?*

Write down one thing you can accept, even if it's not ideal:

3.

Step 3. Ask - Ask don't assume

- *What can I ask to better understand their perspective - Help me understand what's most important to you...?*

Write down one question you could ask to get clearer:

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4.

Step 4. Prioritise - Take action with intention.

- How can I align my response with my core values **and drive the best outcomes** for our **team, business, or community** - not just personal preference?

Write down one step you'll take to focus on what truly matters:

Action Time



ACTION

COMMITMENT TO ACTION

What's one thing you'll do differently based on this exercise?

Use the CAAP Tool to navigate leadership challenges with clarity and confidence. Embrace curiosity, take ownership, and make decisions that empower you, strengthen your team, and shape the future of project management.



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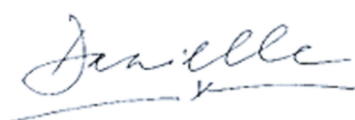
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Notes



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