**Tools for focusing: The 5 Whys analysis tool**

The 5 Whys analysis method is designed to move past symptoms and to avoid blaming or deficit theorising in order to understand the true root cause of a problem or issue. Start by identifying the issue and then ask why it happens. Continue asking why until you identify an actionable root cause.

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| **Memory tip** | **Effective 5 Whys criteria** |
| **L** | **Logical** specific causes flow with evidence observed at each Why |
| **E** | **Effective** improvements/changes can be identified within your or your team’s control |
| **A** | **Avoid** blaming |
| **D** | **Denominator** is consistent |
| **S** | **Stop** asking why when you have reached an actionable root cause |

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| Why #1: Start with the identified problem and ask why it is happening, then insert your answer here |

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| Why #2: |

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| Why #3: |

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| Why #4: |

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| Why #5: |

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| **Root Cause:** This is the issue you will need to work on and improve |