

# Action Sheet — next steps

From open questions to three feasible steps in 15 minutes

|                                      |             |
|--------------------------------------|-------------|
| Trigger / next buyer conversation    | <div></div> |
| Count B / P / O / N/A                | <div></div> |
| Most important scan pattern          | <div></div> |
| Biggest uncertainty                  | <div></div> |
| Claim we will not use until verified | <div></div> |

## Top three next steps

NEXT STEP 1

|                            |
|----------------------------|
| Uncertainty / red flag     |
| Why it matters             |
| Next action                |
| Owner                      |
| Due date                   |
| Completion criterion       |
| Evidence location / record |

NEXT STEP 2

Uncertainty / red flag

Why it matters

Next action

Owner

Due date

Completion criterion

Evidence location / record

NEXT STEP 3

Uncertainty / red flag

Why it matters

Next action

Owner

Due date

Completion criterion

Evidence location / record

Decision rule

STOP: pause external claims when a data route, provider term or control evidence is unknown. CAUTION: label the gap and set owner/date. GO: answer only when specific, current and evidenced.

Review date: \_\_\_\_\_ Approver: \_\_\_\_\_ Buyer answer updated: \_\_\_\_\_