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Sincerely,

S. Verrall

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# Gather Information on the Unknown

Creating a worksheet to gather information about an unknown situation can help you systematically collect data and make informed decisions.

1. **What Do You Already Know?** Provide a brief overview of the situation or problem you are trying to understand.

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2. **Objective:** Clearly state the goal or purpose of gathering information about your unknown situation. What are you hoping to understand or clarify?

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3. **Information Sources:** List potential sources of information that can provide insights into the situation. This can include people, documents, websites, etc.

|   |
|---|
| <b>Source 1:</b> _____                                      |
| <b>Description:</b> _____                                   |
| _____   |
| _____   |
| <b>Contact Information</b><br><b>(if applicable):</b> _____ |

|   |
|---|
| <b>Source 2:</b> _____                                      |
| <b>Description:</b> _____                                   |
| _____   |
| _____   |
| <b>Contact Information</b><br><b>(if applicable):</b> _____ |

|   |
|---|
| <b>Source 3:</b> _____                                      |
| <b>Description:</b> _____                                   |
| _____   |
| _____   |
| <b>Contact Information</b><br><b>(if applicable):</b> _____ |

|   |
|---|
| <b>Source 4:</b> _____                                      |
| <b>Description:</b> _____                                   |
| _____   |
| _____   |
| <b>Contact Information</b><br><b>(if applicable):</b> _____ |



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4. **Questions and Key Points:** Consider specific questions you need to ask to get a better understanding of the situation. Here's a few examples:

**Question 1:** Why is this situation occurring? What are the main factors contributing to it?

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**Question 2:** Who is involved or affected by this situation?

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**Question 3:** Has anything similar happened in the past that can provide insights?

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**Question 4:** What are the potential consequences or outcomes of this situation?

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**Question 5:**

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**Question 6:**

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2. **Additional Notes:**

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