



# HOW DO I UPDATE THE MESS FINDING ASSESSMENT WORKSHEET?

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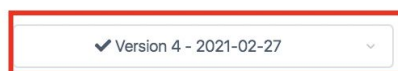
## Navigate to the Mess Finding Assessment worksheet

- This should be the tenth worksheet updated for the PBC Assessment
- Navigate to the Mess Finding Assessment worksheet
  - In the PBC Assessment there is a menu at the top of the screen
  - Click on 'Mess Finding' to navigate to the worksheet



## Select the PBC Assessment version to update

- On the left-hand side there is a drop-down menu for you to select the PBC Assessment version
  - Clicking on this will show all PBC Assessment versions



MESS FINDING ASSESSMENT

- From this list, select the current (active/open) PBC Assessment version

## How Do I Update the Mess Finding Assessment Worksheet Guide

- You will be taken to the selected version

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | ● Mess Finding | ● Frameworks | ● Filtration | ● Coordination | ● PBC Action Plan

Version 4 - 2021-02-27

### MESS FINDING ASSESSMENT

Name: \*  
Tiana Weasley

What to Achieve: \*  
Enter information

MESS FINDING - CHALLENGE BEING SOLVED +

ADDITIONAL MESSES (CHALLENGES) +

MESS FINDING - SCORING +

SAVE

SUBMIT

- Version 1 is the first version of the PBC Assessment
- If this has not been closed/completed then there will only be 'Version 1' in the drop-down menu
- The highest version number is the current version
- If there is an option to '[Start a new version](#)' then all PBC Assessment versions are closed/completed and a new version needs to be started
  - This option only displays if there are no open PBC Assessments
  - None of the PBC Assessment versions displayed can be updated
- **Note:**
  - There can only be one active or current PBC Assessment open at any one time
  - All completed PBC Assessment versions can be viewed but cannot be updated
  - Only the current PBC Assessment version can be updated, as it has not been closed/completed

## How Do I Update the Mess Finding Assessment Worksheet Guide

### Sections in the worksheet

- There are three sections in the Mess Finding Assessment worksheet
- These are:
  - Mess Finding - Challenge Being Solved
  - Additional Messes
  - Mess Finding Scoring

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | • Mess Finding | • Frameworks | • Filtration | • Coordination | • PBC Action Plan

Version 4 - 2021-02-27

### MESS FINDING ASSESSMENT

Name: \*  
Tiana Weasley

What to Achieve: \*  
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MESS FINDING - CHALLENGE BEING SOLVED +

ADDITIONAL MESSES (CHALLENGES) +

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### Order to complete the worksheet

- The easiest way to complete the worksheet is to complete each of the sections in order
- There may be some questions that require the answers from previous questions

### Mandatory questions

- Questions with a red asterisk (\*) are mandatory and must be answered for the worksheet to be submitted and validated successfully
  - All worksheets need to be submitted and validated to complete and end an assessment
  - This is required to start a new PBC Assessment
- For the Mess Finding Assessment worksheet the following questions are mandatory:
  - Q1, Q2, Q3, Q4, Q5, Q6, Q7, Q8, Q9 and Q10

## How Do I Update the Mess Finding Assessment Worksheet Guide

### Answering the questions for each section

- To answer questions in each section, expand the section
  - Clicking on the '+' symbol for the section expands it
  - Once expanded clicking on the '-' symbol for the section contracts it
- When the section is expanded answer all questions
- Each section in the Assessment worksheet is covered below

## How Do I Update the Mess Finding Assessment Worksheet Guide

### 1. Mess Finding - Challenge Being Solved section

- This section contains some information for reference and two questions to answer

MESS FINDING - CHALLENGE BEING SOLVED

What are your top 3 goals:

Goal 1

Goal 2

Goal 3

Elevated purpose:

Elevated Purpose

Specified purpose:

Specified Purpose

1. What is the key mess (challenge) you are trying to solve that will help you achieve your purpose and goals? \*

2. How will solving this mess (challenge) make you feel? What benefits will it provide (i.e. why is it important to you)? \*

- At the top of this section there are the:
  - Top Goals - which are copied from the 'Goals and Vision' worksheet
  - Elevated Purpose - which is copied from the 'Elevation Assessment' worksheet
  - Specified Purpose - which is copied from the 'Specification Assessment' worksheet
- There is nothing to update for the goals or purpose
- However, before this worksheet can be submitted the Goals and Vision, Elevation Assessment and Specification Assessment worksheets all need to be updated
- There are two questions to be answered in this section
  - All questions in this section are mandatory

Question #	Answer The Question By
1	Enter the answer by typing your response in the text box space provided
2	Enter the answer by typing your response in the text box space provided

- Q1:** outline the key mess (i.e. challenge or problem) you are currently trying to solve and how it contributes to your goals and purpose

## How Do I Update the Mess Finding Assessment Worksheet Guide

- Q2: explain how solving this will make you feel and why it is important to you

MESS FINDING - CHALLENGE BEING SOLVED		
What are your top 3 goals:		
Goal 1	Goal 2	Goal 3
Elevated purpose:		
Elevated Purpose		
Specified purpose:		
Specified Purpose		

1. What is the key mess (challenge) you are trying to solve that will help you achieve your purpose and goals? \*

Enter information

2. How will solving this mess (challenge) make you feel? What benefits will it provide (i.e. why is it important to you)? \*

Enter information

## How Do I Update the Mess Finding Assessment Worksheet Guide

### 2. Additional Messes section

- There are two questions in this section
  - All questions in this section are mandatory

#### ADDITIONAL MESSES (CHALLENGES)

3. What are some other personal challenges (or messes) that you could solve? \*

Other challenges (messes) that could be solved in your personal life	How could you potentially solve these other personal challenges (messes):

4. What are some other professional challenges (or messes) that you could solve? \*

Other challenges (messes) that could be solved in your professional life	How could you potentially solve these other professional challenges (messes):

Question #	Answer The Question By
3	Enter the answer by typing your response in the text box space provided
4	Enter the answer by typing your response in the text box space provided

- **Q3:** identify other messes you could solve in your personal life and how you can solve them
  - To answer the question, in:
    - **Column 1:** identify the mess you could solve - only list one mess per row (once you enter a mess a new row will automatically appear at the end of the table, up to five rows)
    - **Column 2:** explain how you could potentially solve the mess
  - A **minimum** of **one** answer is required for this question (i.e. one row)
  - A **maximum** of **five** answers can be included for this question (i.e. five rows)
  - **Note:**
    - If you can't think of an answer you can enter 'Unsure', 'TBD', 'TBC' etc in column 1 and 2 then come back to it later
- **Q4:** identify other messes you could solve in your professional life and how you can solve them
  - To answer the question, in:
    - **Column 1:** identify the mess you could solve - only list one mess per row (once you enter a mess a new row will automatically appear at the end of the table, up to five rows)
    - **Column 2:** explain how you could potentially solve the mess
  - A **minimum** of **one** answer is required for this question (i.e. one row)
  - A **maximum** of **five** answers can be included for this question (i.e. five rows)

## How Do I Update the Mess Finding Assessment Worksheet Guide

- **Note:**
  - If you can't think of an answer you can enter 'Unsure', 'TBD', 'TBC' etc in column 1 and 2 then come back to it later

### ADDITIONAL MESSES (CHALLENGES)

3. What are some other personal challenges (or messes) that you could solve? \*

Other challenges (messes) that could be solved in your personal life	How could you potentially solve these other personal challenges (messes):
Personal challenge 1	Enter information

4. What are some other professional challenges (or messes) that you could solve? \*

Other challenges (messes) that could be solved in your professional life	How could you potentially solve these other professional challenges (messes):
Professional challenge 1	Enter information
Professional challenge 2	Enter information



## How Do I Update the Mess Finding Assessment Worksheet Guide

### 3. Mess Finding Scoring section

- There are six questions in this section

MESS FINDING - SCORING		
Question	Answer	Score
5. How often do you look for messes to solve in your personal life? *	Select one	<input type="text"/>
6. How often do you look for messes to solve in your professional life? *	Select one	<input type="text"/>
7. How well do you understand the existing messes you are trying to solve now? *	Select one	<input type="text"/>
8. In solving messes, how often do you consider what additional messes may be created (as a percentage)? *	Select one	<input type="text"/>
9. How well aligned is solving the existing mess with helping you to achieve your purpose and goals? *	Select one	<input type="text"/>
10. How well aligned are the additional messes identified with helping you to achieve your purpose and goals? *	Select one	<input type="text"/>
		Total Score: <input type="text"/>
		Average Score: <input type="text"/>
		Percentage Score: <input type="text"/> %

Question #	Answer The Question By
5	Using the drop-down menu provided - the score automatically updates
6	Using the drop-down menu provided - the score automatically updates
7	Using the drop-down menu provided - the score automatically updates
8	Using the drop-down menu provided - the score automatically updates
9	Using the drop-down menu provided - the score automatically updates
10	Using the drop-down menu provided - the score automatically updates

- After answering each question, the score for that question displays
- Once all questions are answered, the final overall scores for the Assessment worksheet calculate
- These are the:
  - Total Score
  - Average Score
  - Percentage Score

## How Do I Update the Mess Finding Assessment Worksheet Guide

- The Percentage Score is reflected in the PBC Assessment Canvas and also the Dashboard for Mess Finding

MESS FINDING - SCORING		
Question	Answer	Score
5. How often do you look for messes to solve in your personal life? *	Yearly	2
6. How often do you look for messes to solve in your professional life? *	Yearly	2
7. How well do you understand the existing messes you are trying to solve now? *	Average understanding	3
8. In solving messes, how often do you consider what additional messes may be created (as a percentage)? *	>20-40%	2
9. How well aligned is solving the existing mess with helping you to achieve your purpose and goals? *	Average	3
10. How well aligned are the additional messes identified with helping you to achieve your purpose and goals? *	Average	3
Total Score:		15.00
Average Score:		2.50
Percentage Score:		50.00 %

## How Do I Update the Mess Finding Assessment Worksheet Guide

### Saving the worksheet

- If you don't have time to complete the worksheet in full, once you've entered your answers, select the 'Save' button
  - This will ensure your work is saved and does not need to re-entered
  - After selecting 'Save' a success message displays

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Answers for the Mess Finding have been saved successfully.

Version 4 - 2021-02-27

### MESS FINDING ASSESSMENT

Name: \*  
Tiana Weasley

What to Achieve: \*  
Enter information

MESS FINDING - CHALLENGE BEING SOLVED +

ADDITIONAL MESSES (CHALLENGES) +

MESS FINDING - SCORING +

SAVE

SUBMIT

- However, the 'Save' button does not validate the completeness of the worksheet or verify it has been completed
    - This is indicated by the name of the worksheet in the menu still appearing with a red dot next to it
  - To do this, and to complete the worksheet, it needs to be submitted by selecting the 'Submit' button
- You can update the worksheet as often as required and then save it
  - Amendments and updates can be made until the PBC Assessment has been finalised
    - This can only be done in the PBC Action Plan worksheet
    - And is usually done at the end of the assessment period (i.e. end of the quarter)

## How Do I Update the Mess Finding Assessment Worksheet Guide

### Submitting the worksheet

- After all questions in the worksheet have been answered, select the 'Submit' button
  - This validates all questions have been answered and saves the worksheet
  - If all questions are answered, a success message displays and the name of the worksheet no longer has a red dot next to it in the menu

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Answers for the Mess Finding have been submitted successfully.

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- MESS FINDING - CHALLENGE BEING SOLVED +
- ADDITIONAL MESSES (CHALLENGES) +
- MESS FINDING - SCORING +

SAVE

**SUBMIT**

- You can update the worksheet as often as required, even after it has been submitted, and then resubmit the worksheet
- Amendments and updates can be made, and the worksheet resubmitted, until the PBC Assessment has been finalised
  - This can only be done in the [PBC Action Plan](#) worksheet
  - And is usually done at the end of the assessment period (i.e. end of the quarter)
- To finalise and end the assessment, so a new assessment can be started, all worksheets need to be fully completed and submitted by selecting the 'Submit' button for **every** worksheet
  - You will know if any worksheets need to be submitted as the name of the worksheet will display with a red dot next to it in the menu

## How Do I Update the Mess Finding Assessment Worksheet Guide

### How to complete the PBC assessment?

- There is a recommended sequence to complete the PBC Assessment worksheets
- This is outlined in the '[Complete the PBC Assessment](#)' How Do I Guide
- For more information on saving or submitting worksheets, starting or ending an assessment and updating every worksheet, refer to the following How Do I Guides:
  - '[Save Worksheets in the PBC Assessment](#)'
  - '[Submit Worksheets in the PBC Assessment](#)'
  - '[Start a New PBC Assessment](#)'
  - '[Update the Goals and Vision Worksheet](#)'
  - '[Update the Elevation Assessment Worksheet](#)'
  - '[Update the Specification Assessment Worksheet](#)'
  - '[Update the Integration Assessment Worksheet](#)'
  - '[Update the Skill and Will Assessment Worksheet](#)'
  - '[Update the Productive Paranoia Assessment Worksheet](#)'
  - '[Update the Paradox Assessment Worksheet](#)'
  - '[Update the Candle versus Mirror Assessment Worksheet](#)'
  - '[Update the Transposition Assessment Worksheet](#)'
  - '[Update the Frameworks Assessment Worksheet](#)'
  - '[Update the Filtration Assessment Worksheet](#)'
  - '[Update the Coordination Assessment Worksheet](#)'
  - '[Update the PBC Action Plan Worksheet](#)'