

FORCE FIELD ANALYSIS WORKSHEET

Situation:

Desired Outcome:

Prepared By:

Date:

Directions:

1. Define the behavior or other process that constitutes the focus of the problem or change. Should be stated in terms of a level of something that can **increase** or **decrease**.
2. Identify motives, needs, incentives or other causal factors that could serve as **driving forces**, pushing the process and related outcomes in the direction of increasing. Rank order the driving forces, drawing lines under each force to represent its strength.
3. Identify motives, needs, incentives or other factors that appear to serve as **restraining forces** (forces preventing movement in the desired direction), pushing the process and related outcomes in a decreasing direction. Rank order the restraining forces.
4. Identify forces, especially restraining forces that can be altered to bring about change.
5. Devise action steps that could accelerate the desired change, by either stepping up driving forces or by removing restraining forces.
6. Note any new forces that could be created by changes in existing forces and actions to address them.

DRIVING FORCES ⇒		← RESTRAINING FORCES	