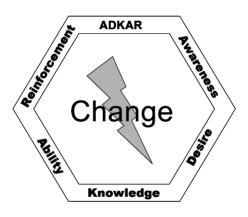# ADKAR Worksheet
Personal change management

Awareness

Desire

Knowledge

Ability

Reinforcement

The ADKAR model of individual change is a results-oriented approach that is used to:
- manage personal transition
- focus conversations about change
- diagnose gaps
- identify corrective actions.

The goal of ADKAR is to give each individual the knowledge and tools to be successful in change.

This worksheet will help you understand and apply ADKAR.

The best way to understand the usefulness of the ADKAR model is to apply it to a personal situation. Using a situation you are close to will help separate the key elements or stages of the ADKAR model. Begin by identifying a change you are having difficulty making in another person (a friend, family member, neighbor or work associate). Complete the worksheet to the best of your ability, rating each element on a scale of 1 (e.g. no awareness) to 5 (e.g. complete awareness). Be sure you select a change you have been trying to make happen that is not working regardless of your continued efforts.

Briefly describe a personal change in behavior you are trying to facilitate with a friend, family member, neighbor or work associate.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

A	A W A R E N E S S	List the reasons you believe this change is necessary. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Review these reasons and ask yourself the degree to which the person you are trying to change is aware of these reasons. Rank on a 1 to 5 scale. Awareness Rank

D	D E S I R E	List the factors or consequences (good and bad) for this person that create a *desire* to change. _____ _____ _____ _____ _____ _____ _____ _____ _____	Consider these motivating factors, including the person's conviction in these areas. Assess the desire to change. Rank on a 1 to 5 scale. Desire Rank

| **K** | K N O W L E D G E | List the skills and *knowledge* needed for the change, both during and after the transition.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____ | Rate this person's knowledge or training in these areas. Rank on a 1 to 5 scale.

Knowledge Rank
[ ] |

| **A** | A B I L I T Y | Considering the skills and knowledge from above, evaluate the person's *ability* to perform or act in the new way. Are there any barriers inhibiting the person's ability?

_____
_____
_____
_____
_____
_____
_____
_____
_____ | To what extent does the person have the *ability* to implement the new skills, knowledge and behaviors. Rank on a 1 to 5 scale.

Ability Rank
[ ] |

| **R** | R E I N F O R C E M E N T | List the *reinforcement* that will help to retain the change. Are incentives in place to make the change stick? Are there incentives to not change?

_____
_____
_____
_____
_____
_____
_____
_____ | To what degree are reinforcements in place to support and maintain the change. Rank on a 1 to 5 scale.

Reinforcement Rank
[ ] |

Notes:
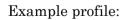_____
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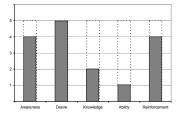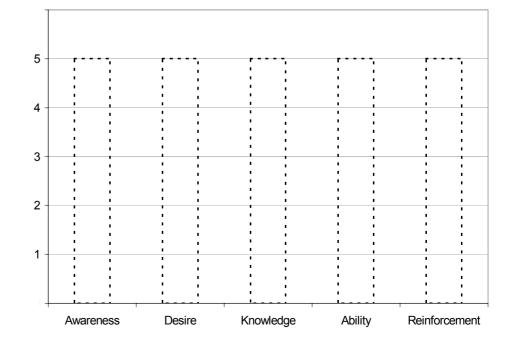# ADKAR Assessment

Transfer your scores from each ADKAR stage to the table below. Take a moment to review your scores. Highlight those areas that scored 3 or less and identify which is the first area with a score of 3 or less. This first area will be your primary focus. Create a bar graph below showing your ADKAR change profile.

	Score from ADKAR worksheets
Brief description of the change: _____ _____ _____	
1. *Awareness* of the need to change? Notes: _____	
2. *Desire* to make the change happen? Notes: _____	
3. *Knowledge* about how to change? Notes: _____	
4. *Ability* to change? Notes: _____	
5. *Reinforcement* to maintain change? Notes: _____	

To create an ADKAR profile bar graph, mark your score for each element and shade the area below the mark to create each "bar." The example below is of a profile with A=4, D=5, K= 2, A=1, R=4.

Example profile: