

SBAR Tool



Step 5 Take next right action

WHEN TO USE THIS TOOL

Use this tool when you need to create a clear, concise overview of a problem and move it into action. It is especially useful for converting venting into problem-solving and preventing leaders from jumping in to fix. SBAR helps organize thinking into facts, relevant context, and clear next steps making it one of our most commonly used tools in the entire toolkit.

HOW IT WORKS

Ask the person to complete each section in writing before discussing. The person who processes the problem is the one who takes action on it. If the SBAR does not end with who is doing what, and by when, it is as if it never happened.

Situation

S

What is the current situation, issue, or unpreferred reality? One sentence only.

Background

B

What is the relevant background? Why are you bringing this up? Keep it current and connected to organizational goals or strategy.

Assessment

A

What expertise (not opinions) have you tapped into? Include facts, data, evidence, best practices, case studies, or input from relevant experts or stakeholders. Avoid assumptions or unsupported conclusions.

Recommendations

R

What are at least two possible next right actions? Include the costs, benefits, and trade-offs for each.

COMMITMENT

Who will do what, and by when?