

5 Whys Worksheet

Instructions:

Use this worksheet to get to the root cause of a problem by repeatedly asking "Why?" Start with a clearly defined problem statement and continue asking "Why?" until you uncover the underlying issue—typically around five times. Be honest and specific in your responses.

Problem Statement	[Clearly define the issue you are experiencing]

Why #	Why Did This Happen?	Answer
1	Why did the problem occur?	
2	Why did that happen?	
3	Why did that happen?	
4	Why did that happen?	
5	Why did that happen?	

Root Cause Identified

Instructions:

Summarize the final "Why" response that best explains the origin of the problem. This is your root cause — the point in the process where an action or decision created a chain of events that led to the issue.

Next Step / Action Plan

Instructions:

Now that you've identified the root cause, describe what needs to be done to correct it and prevent the issue from happening again. The solution should directly address the root cause and be specific, measurable, and feasible.

Next Step / Action Plan	[What will you do to address the root cause?]
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