

ADKAR Change Worksheet

Assess the Five Stages & Plan Actions

Assess a change initiative across all five ADKAR stages, mark where each stage stands, and capture the barriers and actions to move it forward.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
Scan to open · flowdit.com

Change initiative		Date	
Change owner		Target group	

ADKAR assessment	Gap	In progress	Achieved	Notes
Awareness – people understand why the change is necessary and the risk of not acting				
Desire – people are motivated and personally want to take part				
Knowledge – people have the information, training and tools to know how to change				
Ability – people can apply the change in practice; obstacles removed				
Reinforcement – support, recognition and monitoring keep the change in place				

Barriers & actions

One row per stage that is a gap or in progress

#	Stage	Barrier point	Action	Owner	Due
1					
2					
3					
4					
5					
6					
7					
8					

Each stage maps to a phase of the change journey: preparing people (current state), supporting the shift (transition state), and sustaining it (future state).