

## Extraordinary Choices Worksheet

**Creativity:** finding new and inventive ways to do something. Use this worksheet and work with others to find new ways to do your job in a more creative way that will benefit clients. Use the list of functions and program aspects listed if you need some ideas.

### Functions

**Intake:** Greeting, scheduling, time, location, setting

**Problem Identification:** Amount of time with client, questions asked, critical thinking skills used, humane attitude used

**Resources:** Current resources, new resources, type of information needed, contacts made, transportation/location, funding

**Referral/Follow-up:** Choosing a referral, contact with referral

### Elements

**Setting** or environment of the facility

**Information** and referral resources

**Agency relationships** and community resources

**Client Contact** from the first call to referral

**Ideas to make the process better**

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**How would your idea benefit your client?**

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