

HOW TO ANALYSE A SITUATION

As a whole, when we meet a difficulty for which we have to give our opinion or even to take a decision, we must take all precautions in order to avoid mistakes and unfair injuries to people. So, here is a list of some points which should be honestly taken into consideration, so that we'll be able to give a coherent point of view, thanks to this analysis.

- To pray about this problem, and to ask other people to pray about it too ;
- To keep a spirit of freedom, loyalty, clearness ;
- To consider all documents or information about the problem to solve ;
- To analyse all aspects in order to make any ambiguousness disappear ;
- To study official documents, especially texts from the Church;
- During the reading, to note on a board-file all emergent points and possibly to redact a document. The advantage of using a board-file (Excel or any other type) is to sort ideas out; this can be very useful in complex or/and confused situations;
- To meet concerned people (after studying documents) to check whether the gathered data are correct;
- To consult people liable to give light to the subject, even people from outside / or make a reflection team ;
- To give to the concerned people the elements of this analysis. The best thing to do is to organise a meeting; it is better to beware of documents which are spread out without any oral preparation; in such situations, the interpretation may be the reverse of what the document means;
- To make a report of this meeting and to check with all participants if it is in conformity with the reality;
- To begin elaborating proposals. In such context, one must be pragmatic and not go too fast. It is necessary to use tact and to give time;
- After reflecting and studying the reactions, to choose what can be done or not ;
- To organise a new meeting in order to check it there are no wrong interpretations, if everything is quite clear.

Of course, this list of points is not complete and everyone may complete it himself, according to his own experience. He may even share his additional proposals with other people.

After this stage of prospection, it will be necessary to decide. Once more, it is indispensable to make things in a certain order, according to a scheme that tries to consider as many criteria as possible. This is the purpose of the document called "how to take a decision".