

THE SIGNAL METHOD

COMPANION PACK

Situation templates for
better judgement



A free companion download for readers of The SIGNAL Method

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How to use this pack

This companion pack helps you use SIGNAL after real events. It is not a summary of the book. The book explains the method. This pack gives you pages to use when something has just happened.

USE IT WHEN: A meeting stalls. A decision feels unclear. A conflict has energy. A result needs review. A pattern keeps repeating.

DO NOT USE IT FOR: Every event. Every task. Every feeling. Use it when the event can teach you something useful.

THE TEST: If the entry changes your next move, it has done its job.

Use the pack in five steps:

1	Choose the situation page that fits the event.
2	Write short lines. Do not write the full story.
3	Name the assumption before you decide what the event means.
4	Keep one question open if the evidence is incomplete.
5	Choose one next action within your control.

SIGNAL at a glance

SIGNAL gives you six short prompts. Each prompt has a separate job. Together, they move you from event to lesson to action.

S Situation What happened? Start with the observable event.	I Impact What changed? Name what moved, stalled, or became clearer.
G Guess What did I assume? Make the hidden story visible.	N New learning What do I now understand? Turn the event into a lesson.
A Ambiguity What remains unclear? Keep one question open.	L Later action What will I do next? Choose one next move.

WRITING STEM: What happened was... By the end... I assumed... I now understand that... I do not yet know whether... Next time, I will...

RULE: Use the smallest version that gives you a next move.

One-minute log

Use this when the event is clear, and you need to catch the lesson before the day moves on.

USE THIS WHEN You have little time, but the event has a signal you do not want to lose.	WATCH FOR Writing too much. Turning it into a task list. Ending with a vague wish.
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Prompt	Your entry
What happened?	
What did I assume?	
What will I do next?	

EXAMPLE: The meeting ended with agreement but no named owner. I assumed the person who spoke the most would lead. I will send a note today asking who owns the first action.

NEXT ACTION TEST: Can I do this within seven days? Will I know whether I did it?

Five-minute SIGNAL log

Use this when something changed, stalled, repeated, succeeded, failed, or left a question.

USE THIS WHEN The event needs more care than the one-minute log, but does not need a long review.	WATCH FOR Motive reading. Blame. Vague learning. A final action that is too large.
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SIGNAL line	Your entry
Situation: What happened?	
Impact: What changed?	
Guess: What did I assume?	
New learning: What do I now understand?	
Ambiguity: What remains unclear?	
Later action: What will I do next?	

NEXT ACTION TEST: Can I do it? Can I start within seven days? Does it test the lesson?

After a meeting

Use this page when a meeting has ended, and you need to check what it really produced.

USE THIS WHEN The meeting ended with support, silence, debate, or uncertainty, and you need to know whether anything will move.	WATCH FOR False agreement. Silence. Unclear decision rights. Side conversations. Senior presence. Next steps with no owner.
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Write six lines	Your entry
Situation: What was the meeting meant to decide, test, or move?	
Impact: What was decided, owned, deferred, or left open?	
Guess: What did I assume about the group, issue, or decision?	
New learning: What did I learn about ownership, trust, power, or readiness?	
Ambiguity: What remains unclear?	
Later action: What must I do before the next meeting?	

NEXT ACTION TEST: Before the next meeting, what will I ask, test, confirm, or send?
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After a decision

Use this page when a choice has been made, avoided, delayed, or made under pressure.

USE THIS WHEN The decision matters, the evidence was incomplete, or you are not sure whether the decision was based on fact or assumption.	WATCH FOR Confidence treated as evidence. Silence treated as support. Speed treated as certainty. One person carrying a decision that others need to own.
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Write six lines	Your entry
Situation: What decision was made, avoided, or delayed?	
Impact: What changed because of the decision?	
Guess: What did I assume was true?	
New learning: What does this show about the way I judged the situation?	
Ambiguity: What evidence, risk, or view remains unclear?	
Later action: What will I ask, test, confirm, or change next?	

NEXT ACTION TEST: What one check would have improved the decision, and when will I use it next?
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After conflict

Use this page when a conversation, meeting, message, or exchange has left tension behind.

USE THIS WHEN You feel pulled towards blame, defence, avoidance, or a fast reply.	WATCH FOR Intent reading. Building a case. Replying while charged. Writing only what the other person should do.
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Write six lines	Your entry
Situation: What was said or done?	
Impact: What changed in the relationship, task, or decision?	
Guess: What did I assume about their intent?	
New learning: What may be the real issue beneath the trigger?	
Ambiguity: What might I still be misreading?	
Later action: What conversation, boundary, or repair is needed?	

Restraint check	Your entry
What I will do:	
What I will not do:	

NEXT ACTION TEST: Can I respond with care, evidence, and control? If not, write the Situation line only and return later.

After success

Use this page when something went well, and you want to understand what made the result possible.

USE THIS WHEN A result went well, the cause is not yet clear, and the behaviour may be worth repeating.	WATCH FOR Crediting only the final action. Turning one success into a rule. Missing the condition that made the success repeatable.
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Write six lines	Your entry
What went well?	
What result changed?	
What did I think would drive success?	
What actually made the difference?	
What might not repeat next time?	
What should I repeat, share, or make part of normal practice?	

Repeat rule	
When this context appears again...	
I will repeat...	
Provided this condition is present...	

NEXT ACTION TEST: What will I repeat, share, or make part of normal practice next time?
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After failure

Use this page when something fell short, and you need to learn without blame or self-punishment.

USE THIS WHEN A result fell short, a deadline was missed, a routine was broken, or a decision did not work as expected.	WATCH FOR Blame too quickly. One failure treated as a verdict on the person. A lesson with no evidence. A next action that is too vague.
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Write six lines	Your entry
What failed or fell short?	
What was the consequence?	
What did I assume would happen?	
What does the failure reveal?	
What cause is still uncertain?	
What control, behaviour, or test changes next?	

Repair rule	
What will I stop?	
What will I check?	
What will I change next time?	

NEXT ACTION TEST: What will I stop, check, or change before the same failure repeats?
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When a pattern keeps repeating

Use this page when different events seem to have the same shape.

USE THIS WHEN The same meeting issue, decision, conflict, delay, reaction, or pressure keeps recurring.	WATCH FOR Turning behaviour into identity. Choosing a pattern that is too broad. Trying to fix everything at once.
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Pattern line	Your entry
The pattern I notice is:	
The assumption I may be repeating is:	
The behaviour that keeps the pattern alive is:	
The behaviour I will practise next is:	

EXAMPLE: The pattern I notice is that meetings end with support but no movement. The assumption I may be repeating is that support means readiness. The behaviour that keeps the pattern alive is closing without asking who owns the first action.

NEXT ACTION TEST: Is the practice small enough to use next time the pattern appears?

Weekly review

Use this page at the end of a week. Do not describe the whole week. Look for repetition, movement, and avoidance.

USE THIS WHEN You have three logs, or three moments you remember well enough to compare.	WATCH FOR Turning the review into a diary. Reviewing too much. Looking only for problems. Ending without a next action.
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CHOOSE THREE PIECES OF EVIDENCE: One that mattered. One that repeated. One that still feels unresolved.

Prompt	Your entry
What mattered this week?	
What changed?	
What repeated?	
What did I assume too quickly?	
What remains unclear?	
What will I carry into next week?	

End with three lines	
One pattern:	
One open question:	
One next action:	

30-day starter plan

Use this plan if you want a simple path into the habit. Do not wait for a perfect week. Start with the next clear event.

Days	Focus	What to do
1-5	Start small	Write only Situation and Impact after one clear event.
6-10	Add the assumption	Add Guess: What did I assume?
11-15	Name the lesson	Add New learning: What do I now understand?
16-20	Keep one question open	Add Ambiguity: What remains unclear?
21-25	Move to action	Add Later action: What will I do next?
26-30	Use the full method	Write one full SIGNAL log and one weekly review.

MISSED-DAY RESET: Do not catch up. Choose one event from today and write three lines: what happened, what I assumed, and what I will do next. Then continue.

END OF 30 DAYS: Choose one pattern, one lesson to keep, and one behaviour to practise next month.

Next step

Use one page from this pack within the next seven days. Do not wait for a major event. Choose the next clear signal.

START WITH: The one-minute log if the event is simple, or the five-minute SIGNAL log if something changed, stalled, repeated, succeeded, failed, or left a question.

STAY CONNECTED: For more resources, updates, talks, and workshops linked to The SIGNAL Method, visit <https://www.jjnoad.com/the-signal-method>.

First-entry prompt	Your entry
What happened?	
What did I assume?	
What will I do next?	

SUGGESTED WEBSITE LINE: Download the free SIGNAL Companion Pack and start using the method after your next meeting, decision, or difficult conversation.

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This pack is provided as a companion to The SIGNAL Method. It is designed to help readers apply the method through short review templates and practice prompts.

General disclaimer

This pack is provided for general information and personal development purposes only. It does not provide legal, medical, financial, psychological, employment, or other professional advice.

The templates are intended to support personal reflection, judgement, and action. Readers should use their own judgement and seek appropriate professional advice where needed.

Safe use and privacy

Do not record confidential, sensitive, or personal information unless you have a clear reason and a safe place to keep it.

Avoid writing harmful labels about other people. Focus on what was said, done, decided, delayed, changed, or left unclear.

Where possible, use neutral terms such as customer, colleague, regional lead, supplier, family member, or initials rather than full names.

Do not use a shared work system for private reflection. Work files, shared drives, Teams folders, and company systems may be visible, searchable, retained, or subject to access rules.

Write enough to learn from the event. Do not write more than you need to keep the entry useful, fair, and safe to review later.

SAFE WRITING RULE: Could this entry still feel fair if I read it back in a week? If not, make it more factual.