GENERAL

what is to be done

Published: September 3, 2026 | Index ID: #-

What Is to Be Done? A Comprehensive Guide to Turning Intent Into Action

When people ask, “What is to be done?” they are often facing a moment of uncertainty—whether at work, at home, or in the broader world. The phrase captures the human need to move from thought to action, from hesitation to resolution. In this article, we will explore the meaning of the phrase, its common contexts, and most importantly, provide a step by step roadmap that turns vague intention into concrete, achievable outcomes. Whether you’re a project manager, a student, a parent, or anyone who wants to make the most of their time, this guide offers practical insights backed by proven strategies.

1. Understanding the Phrase “What Is to Be Done?”

The expression “what is to be done” is an idiomatic way of asking, “What should I do next?” or “What actions are required?” It often appears in situations that demand a clear plan or a decisive step. The phrase can be broken down into three core elements:

- What: The specific task or decision that needs attention.
- Is: A verb indicating the current state or status.
- To Be Done: An imperative that points to future action.

Because it is a question about the future, it inherently involves uncertainty. The challenge is to replace that uncertainty with a structured, actionable plan.

2. Common Contexts Where the Question Arises

Below are some scenarios where people often ask, “What is to be done?” and how the answer can vary depending on the setting.

1. Professional Settings: Project deadlines, crisis management, performance reviews.
2. Personal Life: Career changes, health decisions, family conflicts.
3. Academic Environments: Assignment deadlines, research directions, study habits.
4. Community and Social Issues: Volunteering, civic engagement, environmental action.
5. Global Challenges: Climate change, public health, economic reforms.

In each context, the phrase serves as a call to action—an invitation to identify priorities, allocate resources, and execute with purpose.

3. The Decision-Making Process: Turning Questions into Plans

To answer “what is to be done,” we can follow a structured decision making process that ensures clarity and efficiency. The process has five stages:

1. Define the Problem: Identify what is actually wrong or missing.
2. Gather Information: Collect data, opinions, and constraints.
3. Generate Alternatives: Brainstorm possible actions.
4. Evaluate Options: Weigh pros, cons, risks, and benefits.
5. Choose and Act: Select the best option and implement it.

Each stage requires careful attention. Skipping any step can lead to incomplete solutions or wasted effort.

A vague question can produce vague answers. Start by asking:

- What exactly is the issue?
- Who is affected?
- What are the desired outcomes?
- What constraints exist (time, budget, resources)?

Documenting these details helps align everyone involved and sets a solid foundation for the next stages.

Reliable data is the backbone of any good decision. Use a mix of:

- Quantitative data: statistics, metrics, performance dashboards.
- Qualitative insights: interviews, surveys, stakeholder feedback.
- Historical context: past projects, case studies, lessons learned.

Always verify sources and consider potential biases. The more accurate your information, the more confident your actions will be.

Brainstorming should be inclusive and non judgmental. Encourage divergent thinking by asking:

- What are the possible ways to address the problem?
- Can we combine ideas for a hybrid solution?
- What would happen if we tried a completely different approach?

Recording every suggestion, even the seemingly impractical ones, can spark innovative solutions later.

Use a decision matrix to compare alternatives on key criteria such as:

- Feasibility: Can we execute it with current resources?
- Impact: How much improvement will it bring?
- Risk: What are the potential downsides?
- Alignment: Does it fit our values and long term goals?

Assign weights to each criterion based on priority, then score each alternative. The highest scoring option usually emerges as the most viable.

Once you select the best option, break it into actionable steps:

1. Define clear objectives and success metrics.
2. Assign responsibilities and deadlines.
3. Allocate resources (budget, tools, personnel).
4. Set up a monitoring system to track progress.
5. Plan for contingencies and adjust as needed.

Communication is vital. Keep stakeholders informed and engaged throughout the execution phase.

4. Practical Tools and Resources to Support “What Is to Be Done?”

Several tools can streamline the process from question to action. Below are categories and recommended solutions.

- Asana: Task assignment, timelines, and progress tracking.
- Monday.com: Visual boards, automations, and integration with other tools.
- ClickUp: Customizable workflows, document sharing, and goal setting.
- SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats.

- Cost Benefit Analysis: Quantify benefits against costs.
- Decision Matrix: Multi criteria evaluation.

- Slack: Real time messaging and channel organization.
- Microsoft Teams: Video conferencing, file sharing, and task integration.
- Google Workspace: Docs, Sheets, and Drive for collaborative editing.

- Confluence: Wiki style knowledge base for documentation.
- Notion: All in one workspace for notes, databases, and project tracking.
- Evernote: Note taking with powerful search capabilities.

Choosing the right combination of tools depends on your team size, industry, and specific needs. The key is to create a seamless workflow that reduces friction between planning and execution.

5. Case Studies: Real World Applications of “What Is to Be Done?”

Below are two illustrative case studies that demonstrate how organizations and individuals tackled the question effectively.

When a mid size manufacturing company faced declining market share, its leadership asked, “What is to be done?” The answer involved a multi phase plan:

1. Problem definition: Identify the root causes of low customer satisfaction.
2. Data gathering: Conducted customer surveys, analyzed sales data, and interviewed frontline staff.
3. Alternatives: Implemented a lean manufacturing pilot, upgraded machinery, and introduced a new product line.
4. Evaluation: Used a decision matrix scoring each option on cost, impact, and time.
5. Implementation: Chose lean manufacturing, set up cross functional teams, and scheduled monthly reviews.

Result: Within 12 months, the company reduced production costs by 15% and increased customer satisfaction scores by 25%.

A graduate student asked, “What is to be done?” to navigate the complex Ph.D. journey. The process included:

1. Define the goal: Secure a position in a top research lab.
2. Information gathering: Reviewed lab profiles, faculty publications, and funding opportunities.
3. Alternatives: Apply to multiple labs, pursue a master’s first, or seek industry internships.
4. Evaluation: Considered fit, mentorship quality, and long term career prospects.
5. Action plan: Drafted a tailored application package, scheduled meetings with potential advisors, and set a timeline for application submissions.

Outcome: The student secured an internship at a leading research institute and was accepted into a Ph.D. program within six months.

6. Frequently Asked Questions (FAQs)

7. Conclusion: From Question to Action

The phrase “what is to be done?” is more than a rhetorical question—it is a roadmap to purposeful living. By defining the problem, gathering reliable data, generating alternatives, evaluating options, and implementing a clear action plan, you transform uncertainty into confidence. Whether you’re steering a company toward growth, pursuing a personal dream, or tackling a community issue, the same disciplined approach applies.

Remember, the key lies not in the words themselves but in the commitment to follow through. Ask the question, gather the facts, decide wisely, and act decisively. The results will speak for themselves.

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