

## Action Planning Checklist

Whenever goals are set, immediately schedule a date and time to check on progress.

### 1. Set the context, and speak the language of the community:

- What is the objective?
- Who is it benefitting and how?
- Describe how the implementation is coming along.
- What has changed since the goals were set?
- Why were these goals set in the first place?
- What do the stakeholders expect will be accomplished?
- Check in periodically to ensure that everyone is on the same page before moving forward

### 2. Report back: Individual assignments:

- What were the actions taken since the last meeting?
- What has been accomplished?
- Challenges that need to be addressed including new findings?
- What requires more focus and effort?

### 3. Move the plan forward:

In moving the plan forward, it is necessary to look at the challenges and decide what will be the best course of action. Depending on the challenges, some matters might require fast and immediate attention while others may require a step back and restructuring. Whenever there are problems:

- Try to find a pattern, if challenges keep coming up
- Identify what is moving forward and how you might use areas of strength to support the challenge areas
- Ask experts and mentors for advice and seek out resources on best practices

### 4. Next meeting:

Recap the previous meeting:

- Outline the new assignments
- Provide next meeting date and time
- Assign a person to send invitations out for the next meeting when to send and to whom should be decided first

### 5. Everyone's opinion matters:

Once the plan has been set, time for reflection is necessary to build in to allow everyone an opportunity to present feedback on the next steps for implementation. This should be a very brief, focused dialogue to understand the different needs and learn from one another.

- What did you learn from this meeting?
- What was helpful for you?
- What would you like to see happening?