

ACTION PLAN REFLECTION TOOL

Directions

Now that you have drafted your team's action plan, take some time to reflect on the ideas and questions below. As you respond to the ideas and questions, consider adjustments that might need to be made to your action plan.

To what extent have you been able to get plans off the ground? If you're stuck, list the areas of your plan where you and your team are getting stuck and break them down into small, actionable parts. For instance, rather than just "launch survey," consider all the components: specifying the specific things you want to understand, drafting the survey questions, deciding how and when to administer it, communicating with others, developing incentives to complete it, analyzing your results, etc.

Big Tasks	Micro-tasks

What processes are you using to engage colleagues to offer feedback on the work? What are you learning from them? If you cannot name learnings or improvements that result, try something new such as the [SRI Consultancy Protocol](#).

As you think about the next steps -- taking into account the long and short term goals of your plan -- what about the system or team might be improved to get stronger results?

How are you celebrating small steps, praising mistakes as part of the learning process, and creating recursive feedback loops to ensure shared expectations?