

Action Worksheet

1. Issue (*Problem*):

List a couple of stories shared by participants of how this occurs at your school.
(these are valuable for presentations to school leaders)

2. Action Idea (*Potential Solution*):

Specific (who, what, where, and how)

Measurable (what numbers can be used to measure accomplishment?)

Agreed Upon (can parent volunteers, teachers, students, and administrators agree on it?)

Realistic (is it achievable with the human and financial resources available?)

Timely (what is the time frame?)

3. Which Barriers (*Causes of the Problem*) discussed in the Study Circle does the Action Idea (*Potential Solution*) address? Give specific examples.

4. How does this Action Idea (*Potential Solution*) address the Barriers (*Causes of the Problem*)?

5. If this Action Idea (*Potential Solution*) is implemented, how will we know it is successful?

6. What specific next steps do we need to take to implement this Action Idea (*Potential Solution*)?

How will we get people involved in implementing?

How will we publicize it to encourage participation?

How will we monitor its progress?

How will it be funded?

Where will it happen?

7. Who needs to be involved in implementing the action idea (not necessarily only people in the Study Circle)? List specific names if possible.

8. What is the time frame for this plan?

Next meeting _____

Other deadline _____

Other deadline _____

Launch date _____

9. How can we keep this going?

What might get in the way?

How can we address these challenges?

10. Who will be responsible for the next steps?