



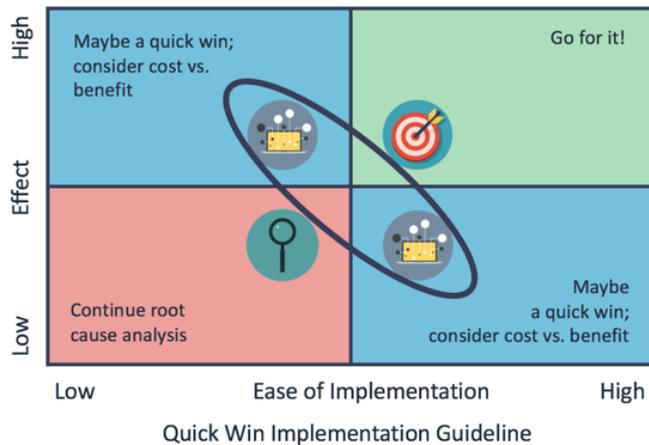
SISEP eNotes

Notes, News, and Discussion from the
State Implementation & Scaling-up of Evidence-Based Practices Center

November, 2017

E-Note: Putting Action into an Action Plan

Get Started. Have you ever had a goal that was not achieved because tasks needed to make it across the finish line were not completed? Are you thinking of your holiday shopping from last year? Well, I am! We had a list of gifts to purchase that required a bit more cash than was available. Being action-oriented, a goal to save money in time for holiday sales emerged (Way to go!). A plan was created with expenses reduced (sorry Starbucks!), including who was responsible for brewing coffee at home (thanks son!), and a timeline for checking to see how close we were to the needed pot of money developed.



(Amabile & Kramer, 2011)

Silly, I know, but we often do this in our work in districts and schools. We want our students to be successful but often do not stop to think about a) what we need to make that happen, b) who has to do what by when to get there, and c) how we will know we are on the right track (maybe slipping in one Pumpkin Spice Latte as we are working to our goal). Data and discussion from implementation capacity assessments such as the District Capacity Assessment (DCA) can be a source for our action planning to support our schools in their use of evidence based practices. The DCA provides district teams with designated time to focus on implementation practices that result in identifying specific implementation strengths and areas for improvement. The discussion and data that arise from the DCA administration are useful tools to guide decisions about reaching goals including how we develop capacity to support schools (and our shopping!).

We need Action Plans that identify:

- Our **needs** – why are we doing this? It helps if you focus on things that are fast, low cost, within your control, easy (maybe not so easy to avoid Starbucks!), and
- reversible if they do not have the impact desired;



- A **goal** that tells us when we can celebrate. Make sure you have a **Specific, Measurable, Achievable, Results-focused, and Time-bound** one in mind;



- Tasks or **what** needs to be done;



- **Who** needs to do those tasks;



- A **timeline** for when the actions need to be completed including when we need to review our efforts; and



- A way (e.g., **data**) to monitor our efforts so we know when we reached our goal.



So, next time you identify a need and a goal to get to that outcome, develop (and follow) a thoughtful and purpose-driven Action Plan that identifies all the critical pieces needed to get you where you need to go! Enjoy your shopping and making this year the best one for all your students!

Get better.

Learn More about Action Planning and Capacity Assessments:

[District Capacity Assessment Short Course](#)

[District Capacity Assessment Overview](#)

[District Capacity Assessment Action Plan](#)

[Implementation Measures](#)

Other Resources:

Amabile, T.M., & Kramer, S.J. (2011). The power of small wins. *Harvard Business Review*, 89, 70-80.
