Action groups: 10 steps for success

The following is a step-by-step process for “getting the job done.”

1. Get to know each other
   • Bonding/ team building

2. Establish group norms
   • How will decisions get made?
   • Will we use ground rules?
   • How often and when will we meet?

3. Clarify task(s)
   • Prioritize action ideas, with an eye toward feasibility and importance.
   • Sort by short-term and long-term.
   • Identify any “easy wins.”

4. Research the task
   • Who else is working on this?
   • How have other communities or groups approached this?
   • Are there other people in the community who should be in this conversation?
   • What resources (people, access, money, information) do we need to help us?
   • What barriers do we need to address?

5. Develop a plan
   • Identify all tasks that need to be accomplished.
   • Identify necessary resources.
   • Assign responsibilities and timetable for each task in the plan.

6. Implement the plan—make it happen!

7. Document your efforts.
   • Record your progress as you go.

8. Assess progress.
   • What worked? What didn't?
   • What could we do differently?

9. Tell the story.
   • Share your successes and challenges with other action groups and the broader community.

10. Look ahead.
    • What's next? Where do we go from here?