action planning workbook

The Action Planning Workbook has been developed as a self-guided resource to support and sustain planning and implementing initiatives that are aimed at improving children’s well-being across schools and communities. While it was developed as a follow up to a two-part, facilitated workshop process (see more information here), it can also be used as a standalone planning tool.

If you have not participated in a facilitated workshop, we encourage you to take time to review both your local MDI data, and the inquiry and planning resources available on Discover MDI before getting started with this workbook.

**Need help?** HELP’s MDI staff are on hand to provide support at any stage of your planning journey. Please contact us through discovermdi.ca/contact with your questions! You can also connect with our MDI Champions to learn how others have worked toward improving well-being in communities and districts across BC using the MDI: discovermdi.ca/champions.

tip:
Want to make the Workbook a living document? Try recreating the Action Planning Workbook into an interactive bulletin board for the office or staff room. This will allow people to add their thoughts and feedback over time. (we can finalize the links for this section tomorrow).

workbook contents

1. Visualizing Your Idea
2. Mapping Connections
3. Finding Evidence & Seeking Insight
4. Assessing Risks & Barriers
5. Planning for Success
6. What Next? Identifying Key Steps

materials

- Action Planning Workbook (print multiple copies for each Action Team if they are exploring more than one action idea)
- Markers, pens
- Optional: Flipchart
1. Visualizing an Idea

IDEA:

Describe the original action IDEA (try drawing it!):
2. Mapping Connections

Map the idea's scope & connections:

<table>
<thead>
<tr>
<th>HOME</th>
<th>SCHOOL</th>
<th>COMMUNITY</th>
</tr>
</thead>
</table>

List the people and/or organizations who could play a role in moving this idea forward:

_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
_________________________
### ACTION PLANNING WORKBOOK

**3. Finding Evidence & Seeking Insight**

#### IDEA:

<table>
<thead>
<tr>
<th>List the evidence &amp; insight that has led you to this idea.</th>
<th>Describe the change(s) you want to see as a result of your idea.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
</tbody>
</table>
Here at _____________________________________________________________________we have learned that   ____________  
_____________________________. The nature of this situation is complex, so we are focusing in on  _____________________  
______________________________________________________________________ as a way to ___________________________  
___________________________________________________________________________________________________________.

### Risk/Barriers

<table>
<thead>
<tr>
<th>What might get in your way?</th>
</tr>
</thead>
</table>

### Resources Needed

<table>
<thead>
<tr>
<th>What will you need to overcome those barriers and to generally succeed?</th>
</tr>
</thead>
</table>
Who else can this idea influence or interest?
Hint: what did you learn from the relationship map?

Describe SUCCESS...

Where is the idea on the do-able scale?

CHANGE THE WORLD

Success!

PIECE OF CAKE

Edit your idea to hit the sweet spot!

How can you get your idea into the sweet spot on the do-able scale?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
What are the KEY first steps? 🧦👟

1. __________________________________________
   __________________________________________
   __________________________________________

2. __________________________________________
   __________________________________________
   __________________________________________

3. __________________________________________
   __________________________________________
   __________________________________________

4. __________________________________________
   __________________________________________
   __________________________________________

WHO will be involved immediately?

__________________________________________
__________________________________________
__________________________________________

HOW will you achieve these initial steps towards action?

__________________________________________
__________________________________________
__________________________________________

WHEN? What’s your timeline?

__________________________________________
__________________________________________
__________________________________________