



Taking Strategic Action Worksheet

This tool is intended to help your community school identify and prioritize strategic actions that will enable movement from one stage of development to the next within each capacity.

1. Choose one capacity on which you'd like to focus (circle):

Comprehensiveness

Collaboration

Coherence

Commitment

2. Identify which developmental stage you feel most accurately describes where your school stands within this capacity (circle):

Exploring

Emerging

Maturing

Excelling

3. What are the opportunities and challenges to moving the community school to the next developmental stage?

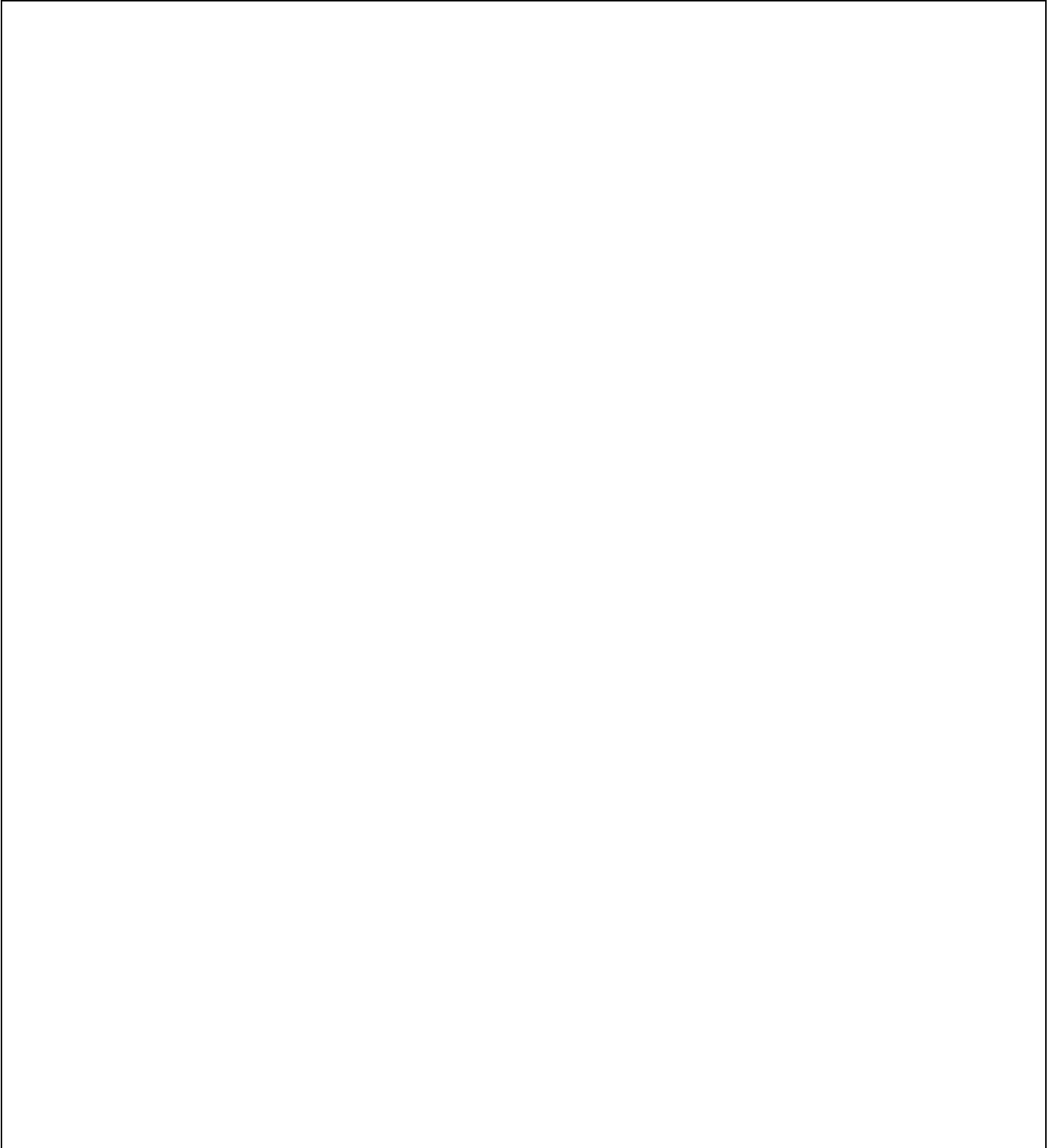
Opportunities	Challenges

4. Identify key individuals and partners (existing or potential) that would need to be engaged in order to advance your development in this capacity?

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5. **Brainstorm a list of possible actions you could take that capitalize on the opportunities, address the challenges and/or involve the key individuals and partners you identified. (Remember, it's a brainstorm; think big and small, simple and complex. Most importantly, be creative and bold.)**

A large, empty rectangular box with a thin black border, intended for the user to brainstorm a list of possible actions. The box is currently blank.

6. **Identify your 3-5 most compelling ideas from the above brainstorm that could be accomplished in the next twelve months.**

Categorize your and your team’s compelling ideas according to importance and difficulty using the matrix below.

	LESS IMPORTANT	MORE IMPORTANT
EASIER		
HARDER		

Actions in the Easier/More Important quadrant are “quick win” actions that are meaningful but can be completed with relative ease. Actions that fall in the Harder/More Important category make up the “core strategy” of your work and require intensive, multi-step processes; significant time and energy should be devoted to them. Your team should focus on actions in these two quadrants: long-term, more challenging “core strategies” are planned and implemented while short-term “quick wins” maintain momentum of the initiative and interest of stakeholders.