

Printable Checklist

- Articulate general goals**
- Understand relevant context**
 - **Conduct research**
 - **Gather input from stakeholders**
- Set specific goals**
 - **Be organized**
 - **Be both ambitious and reasonable**
 - **Be concrete**
- Brainstorm actions**
 - **See Take Action phase**
 - **Reach out to stakeholders**
- Evaluate actions**
 - **Qualitative screen**
 - **Detailed evaluation**
- Select actions**
 - **Document Decisions**