

# Best Work Action Items

A solid action item is an answer to the question “How will we do it?”

Ask:

■ **Is it MEANINGFUL?** Is this a step in the direction we want to go in order to effect meaningful change in the careers and lives of those we serve?

■ **Is it MEASURABLE?** Can we track the progress? What does success look like?

■ **Is it ATTAINABLE?** Can we get from here to there? On time?

■ **Who is ACCOUNTABLE?** Accountability drives action and builds trust. Who on our team has committed to be responsible?

■ **Is it ACTIONABLE?** Can action be taken now? If it's dependent on something else, is another action item needed first? For example, *“Schedule monthly member orientations”* may first require *“Develop member orientation curriculum.”*

