



- Action steps should SMART (specific, measurable, achievable, relevant, timely/time-based)
- Action steps should be chunked into small, doable steps
- Prioritization of action items should reflect barrier analysis (see below)
  - Barriers and facilitators to tasks should be identified: what is in the way?
  - Which of these can you affect & which are beyond your control?
  - Do tasks need to be reprioritized to reflect immovable barriers or does further help need to be solicited to lift up critical barriers?
- Identified strategic plans in step 3 should align with envisioned community impact: what you're planning on doing should be the thing that makes the biggest difference