ASSESSMENT:
How are we taking action?

Action is the key to achieving your goals. By taking action, you can be continuously learning and evolving your products and services to remain sustainable and relevant. Action leads to success.

This simple post-up tool can spark powerful insights by highlighting your current state so you can build upon taking action and address challenges and opportunities.

PEOPLE:
☑ 👤 Individuals

☑ 👥 Teams

TOOLS:
Critical Thinking

Stickies

Markers

Camera

Mural

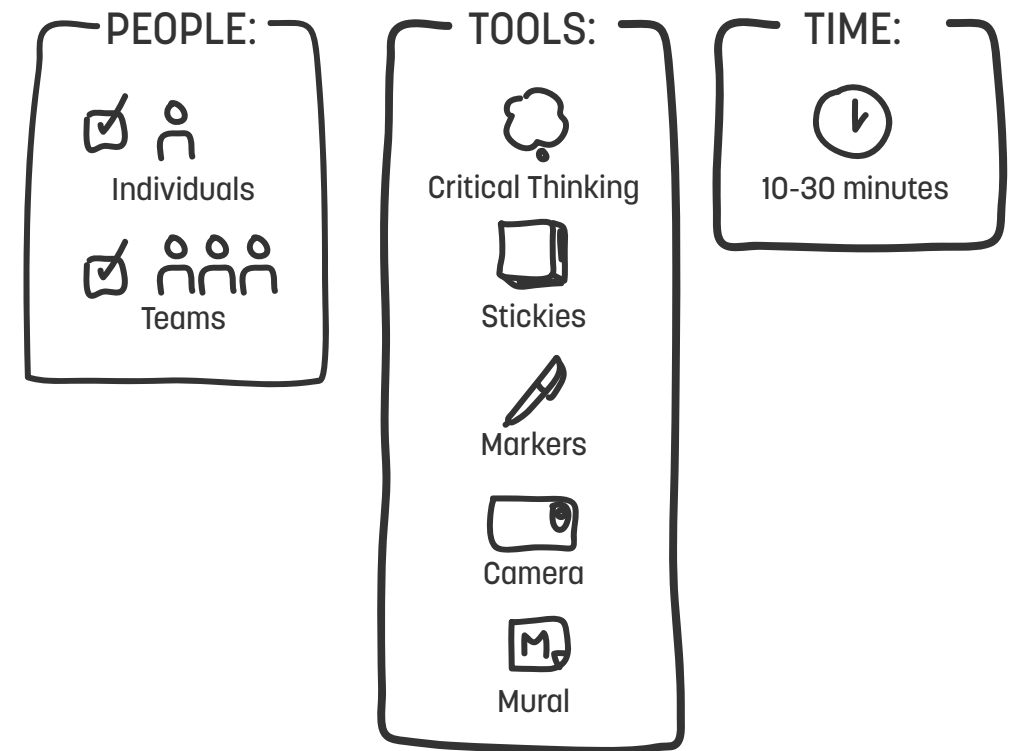### TIME:
🕐 10-30 minutes

✏ USING IN-PERSON REALTIME OR ASYNCHRONOUSLY:

1. Print page 2 as a poster and hang on a wall or recreate on a whiteboard:

   - Provide sticky notes and markers

   - Get prepared by holding a conversation with your collaborators about your target audience - whether you are assessing actions for individuals, within teams, or across the enterprise. Answers can vary significantly depending on your choice.

   - Generate as many ideas as possible for each major section on the canvas (How, What, Why – Business, Why - Personal, Where, and When). You can start anywhere.

2. Consider your findings

   - When finished, discuss and share. What do you do well? Where are your challenges? What might you start to make improvements?

3. Document and distribute

   - Take photos of the whiteboard/stickies or create a PDF of the MURAL page. Share with the participants and stakeholders.

Ⓜ USING VIRTUALLY REALTIME OR ASYNCHRONOUSLY:

1. Access the Mural template: http://bit.ly/workforward-hawa-mural

2. Invite your collaborators

3. Distribute when complete

WILL LOOK LIKE:

WORK FORWARD.

WFHAWA v1 20200908
Designed for Work Forward by Territory.

How are we taking action?

HOW
What processes, systems and structures impact how you take action?
How does culture influence taking action?

WHY (BUSINESS)
What is the role of acting in your organization?
What purpose does it serve? How valuable is taking action?
Is it measured?

WHERE
Where does taking action take place? In conference rooms with people present? Remotely via tele-presence? Informally, through conversation?

WHAT
What resources do you have to take action? What technologies, support, or expertise do you have to take action?

WHY (PERSONAL)
How do you take action?
How do your colleagues take action ?

WHEN
Is taking action scheduled formally? Is it asynchronous with little or no immediate feedback or response? Is action limited to working hours?