# LOOK! THINK! ACT!

# Preparation Checklist

***Look! Think! Act!***is a simple process for using data for program improvement. Use this checklist before you begin to hold a data discussion using the ***Look! Think! Act!***process. The checklist summarizes content in the **Look! Think! Act!** **learning module’s** Engage section, Before You Look.

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| Checkmark with solid fill | CLARIFY PURPOSE |
|  | Questions we are trying to answer or problems we wish to solve are clarified. |
|  | Specific populations, situations, or outcomes that concern us are clearly stated. |
|  | What we hope to learn is determined. |
| Checkmark with solid fill | IDENTIFY POTENTIAL PARTICIPANTS |
|  | Knowledge, expertise, and experience represented by members of the immediate team have been identified. |
|  | The involvement of additional participants to increase the diversity of perspectives has been considered (for example, administrators, practitioners, families, professional development trainers, and individuals from different cultural and professional backgrounds). |
|  | Someone who has familiarity with the data has been identified. |
| Checkmark with solid fill | PREPARE DATA |
|  | Quantitative and / or qualitative data have been carefully selected to help answer our questions or address our problems. |
|  | Data quality concerns and limitations have been identified. |
|  | Data have been summarized keeping equity in mind and when appropriate, have been broken down into subcategories (e.g., race, ethnicity, income level, disability, geographical location, foster care). |
|  | Data are displayed using visual techniques that help users understand the data and see trends. |
| Checkmark with solid fill | PLAN FOR LOOK! THINK! ACT! DISCUSSION |
|  | The setting and context for having a ***Look! Think! Act!*** discussion have been determined. |
|  | A discussion facilitator has been identified. |
|  | Participants have everything they need in advance to prepare for the meeting (for example, an agenda, summarized data, and accompanying resources and materials). |