



Is Your Activity Actionable?

A Quick Reference for District Action Planning

The Essential Question: Is your activity actually actionable?

Every activity in your plan should be able to answer: Who will do what, by when, producing what, measured how? If any part of that question is unclear, the activity needs revision.

Concept, Practice, or Action?

Your action plan should be built on Actions—not Concepts or Practices.

Concept	A big-picture idea—the why, but not a specific step	Example: “Strengthen literacy instruction”
Practice	A general routine—the how, but without specific steps or deadlines	Example: “Teachers will participate in coaching cycles throughout the year”
Action	A specific, concrete, measurable step with a deadline and owner—making the plan measurable and manageable	Example: “By November 15, each PreK-3 teacher will complete one literacy coaching cycle and submit reflection form to instructional coach”

Five-Question Decision Tree Checklist

Run each activity through these questions before finalizing your plan:

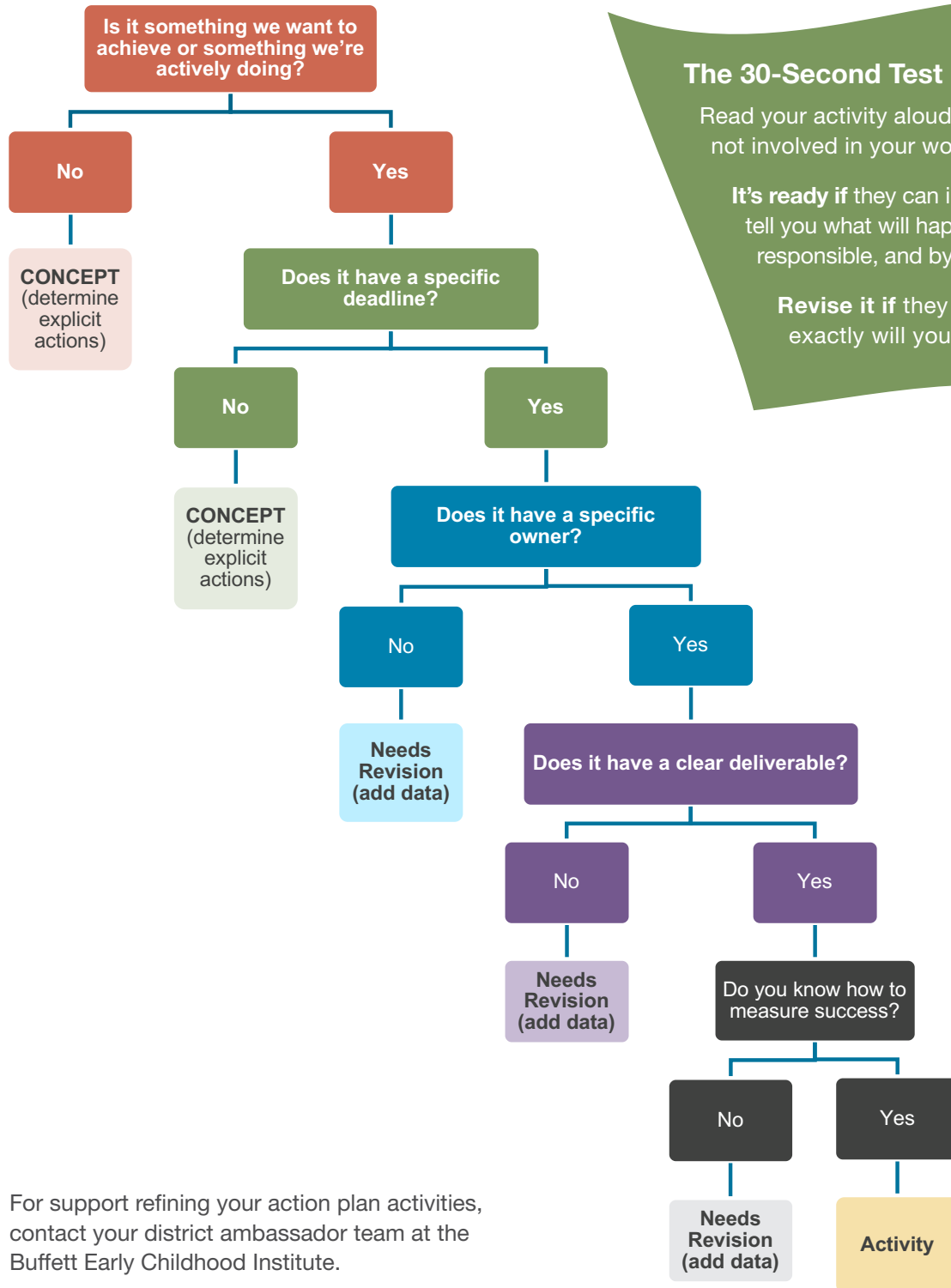
- 1. Is it something you want to achieve or something you’re already doing?**
If it is actively happening, move to the next question. If it is still a general idea of what you want to achieve, determine explicit actions before moving on.
- 2. Does it have a specific deadline?**
Not “ongoing” or “quarterly”—actual dates.
- 3. Does it name a specific owner?**
Not “leadership team” or “teachers”—a named person and role.
- 4. Does it produce a clear deliverable?**
Something you can point to: an agenda, a report, a completed schedule, sign-in sheets, documented decisions.
- 5. Do you know how to measure success?**
Is it clear what “done” looks like, and how you will know it contributed to your goals?

If you answered No to any of these, revise the activity before moving forward.

Is Your Activity Actionable?

Use this decision tree.

Scan or Click for
the video tutorial



The 30-Second Test

Read your activity aloud to someone not involved in your work.

It's ready if they can immediately tell you what will happen, who is responsible, and by when.

Revise it if they ask, "But what exactly will you do?".

For support refining your action plan activities, contact your district ambassador team at the Buffett Early Childhood Institute.