

Green School Energy Challenge

ACTION CYCLE



Green School Energy Challenge

ACTION CYCLE

1. IDENTIFY A PROBLEM

What problem are you trying to solve?
Identify the need(s) of your school.

2. EXPLORE; COLLECT BASELINE DATA

- Identify the cause(s) of your problem.
- Research the facts.
 1. Gather observations, past or present, from students, faculty, and staff.
 2. Interview experts and trusted sources.
 3. Look at results from experiments and studies.
- List ways to solve the problem.
- Identify boundaries and constraints of the problem.
- Look at the current situation and collect baseline data.

3. SET A SMART GOAL

We recommend a slightly different approach to the typical SMART goal: start with the Measurable criteria and end with the Specific criteria. Make sure your goal MATRS.

Measurable. Establish concrete criteria for measuring progress toward the attainment of each goal you set. To determine if your goal is measurable, ask questions like How much? How many? How will I know when it is accomplished?

Action-oriented. Know what actions you need to take to reach your goal. Can your goal be broken down into manageable steps?

Timely. Ground your goal within a time frame.

Realistic. Select a goal that represents an objective toward which you are both willing and able to work. Ask: Is it possible for me to achieve this goal? Am I in control of achieving this goal?

Specific. Answer the six “W” questions:

- *Who* is involved?
- *What* do I want to accomplish?
- *Where* will each step happen?
- *When* will each step happen?
- *Which* requirements and constraints apply to this goal?
- *Why* are we doing this? List specific reasons, purpose or benefits of accomplishing the goal.

4. IMPLEMENT GOAL

- Create a step-by-step process or actions for solving the problem.
- Identify resources, materials, and equipment.
- Establish a timeline for implementation.

5. MONITOR PROGRESS

- Conduct ongoing data collection and analysis.
- Review procedure and processes and revise if necessary.

6. REPORT OUT TO AN AUTHENTIC AUDIENCE

- Consider who will benefit from the results.
- Communicate in an effective form for your audience.

7. DEBRIEF & REFLECT

- Reflect on whether or not you achieved your goal.
- Consider what you have learned from the experience.