

Worksheet 9: Tracking and Evaluating Your Efforts As You Go

Creating a plan to track and evaluate your work is a key part of any action plan. Tracking and evaluating your work will allow you to celebrate your intermediate successes, monitor your progress, and fine-tune your action plan. Don't be turned off by the term "evaluation." Your evaluation plan does not need to be a complicated scientific set-up, but rather a periodic review of your work to assess if it's having the effect you want. **See Step 9 in the Worksheet User's Guide for more assistance with this worksheet.**

Date of evaluation:

- 1. What did you plan to accomplish by this date?** *Refer to your action plan.*

- 2. Were you successful in completing these activities and/or actions according to your timeline?**

- 3. What are the outcomes of your activities so far? How do you know that your work is having an effect?** Be as specific as possible in describing the changes you see.

4. If your strategies or activities are not having the effects you intended, what will you do to modify your action plan?

4. List all the accomplishments that you have achieved to date.

5. Are you observing any elements of the long-lasting change you would like to see? How do you know? Be as specific as possible in describing what you see.

Table 9.1 Tracking and Evaluating Your Work

Date of Evaluation:

Activity/Action (q1)	Within timeframe? (q2)	Outcomes of your activities (q3)	Long lasitng changes evident? (q5)	Modifications to action plan, if needed (q4)
<i>Present at City Council meeting</i>	<i>Yes</i>	<i>Raised awareness of issue</i>	<i>No</i>	<i>None</i>
<i>Editorial in paper</i>	<i>Yes</i>	<i>Response by City Chamber of Council—organized opposition</i>	<i>No</i>	<i>Increase community organizing activities</i>

Key q = question from worksheet