Worksheet: From Insight to Action

PNSAT Synthesis + Action Planning Workshop

Instructions
Use this worksheet during today's session and breakout discussion to synthesize your learning and begin shaping your action plan. Complete Sections 1–4 during the session and continue refining afterward.

Part 1: Looking Across Your PNSAT Results

1. Priority Areas for Action
Reflect on your PNSAT results across domains (e.g., Communication, Workflow Integration, Monitoring & Evaluation).

What 1–2 areas are your highest priorities for strengthening sustainability?

- Priority Area 1:

- Priority Area 2 (optional):

2. Why These Areas?
What makes these priorities important right now?
(Consider: gaps, opportunity for impact, alignment with organizational goals)

Part 2: Connecting Learning to Action

3. What Have You Learned?
Think across sessions and discussions.

- One key insight about **workflow integration**:

- One key insight about **monitoring & evaluation**:

- One insight about **communication/planning/implementation**:

4. What's Already Working?
What strengths can you build on?

Part 3: Draft Your Action Plan

5. Your Focused Action (30–90 Day Scope)
What is one specific action you will take?

6. Why This Action?
What problem does it address?

7. How Will You Do It?
List 2–4 concrete steps.
1.

2.

3.

4.

8. Who Needs to Be Involved?

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9. How Will You Measure Success?

(Choose something simple and meaningful)

☐ Process measure (e.g., referrals completed, workflows followed)
☐ Outcome measure (e.g., reduced delays, improved follow-up)
☐ Experience measure (e.g., team feedback, patient experience)

Your measure(s):

Part 4: Peer Feedback (Complete in Breakout Session)

10. What Feedback Did You Receive from Your Peers?

- Suggestions to strengthen your plan:
- Risks or barriers identified:
- Ideas you want to incorporate:

Part 5: Refine Your Plan

11. Updated Action Step
(Revise based on discussion)

12. What Might Get in the Way?
Identify 1–2 potential barriers.

- Barrier 1: _____
- Barrier 2: _____

13. How Will You Address These Barriers?

Part 6: Commitment & Next Steps

14. What Is Your First Step After This Session?
(What will you do in the next 1–2 weeks?)

15. How Will You Stay Accountable?

- ☐ Share plan with team
- ☐ Check in with breakout peers
- ☐ Schedule follow-up meeting
- ☐ Track progress regularly

Other: _____

16. What Support Do You Need?

Part 7: Keep It Alive (Before Final Showcase)

Use this space between now and the next session:

- Progress made:
- What's working:
- What's not working:
- Adjustments made:

Final Reminder
You'll use this work to prepare for the **final showcase session**.
The goal is not perfection-it's progress, learning, and intentional action.