



DIB Unit Action Planning

Guiding Questions for Prioritization

Below are five areas to guide your prioritization and goal setting work when developing your unit's action plan for the year. These questions are intended to promote examination and exploration of key factors that can assist you in identifying the appropriate set of action items as you move forward.

Know Your Sphere of Influence

- What items are within your department or office's span of control? Be clear about what you have the power and resources to carry out and execute.
- What items that are beyond your unit's span of control and will require school level support, resources and coordination?

Set a Strong Foundation

- What are the critical foundational items, systems and skills that will need to be in place to support future activities and goals?
- Foundational work can take more time, but the investment of time is critical to long term success.

See Beyond Incremental Change

- What are the high impact items that will profoundly impact your department or office for the better?
- Which activities will systemically shift outcomes to produce results needed?

Salient & Urgent Issues

- What are the items that are most urgent given the current context and climate?
- What are the critical social issues societally that are shaping your conversations and agenda items?
- How can you balance this with inequities and issues that are often ignored or missing from key conversations?

Know the Quick Victories

- What are the "low hanging fruit" items that can be converted to short term action items?
- In some instances, these easily executable items may have more significance once accomplished. Understanding the various needs within your community can help in identifying these items.

NOTE: Also track items that are beyond your unit's span of control and that will require school level support, resources and coordination. Follow up with the Office of Diversity & Inclusion on these items.