

# Quick Win Coaching and Implementation Tracking



Change Goal: <i>[Example: Access]</i>				
Objective	Strategies and Quick Wins	Coaching steps	Logistics	Coaching Questions
<i>[Example: Enrollment processes are easy for families to use]</i>	<b>Strategy:</b> <i>[Example: simplify intake process for Pre-K programs]</i>			
	<b>Quick win:</b> <i>[Example: gather information on current intake processes]</i>	1. Send reminder email and check in around needed support	Who is doing this coaching step?  When are they doing it?	<ul style="list-style-type: none"> <li>How's it going with carrying out this quick win action item?</li> <li>Are you encountering any barriers? How can these barriers be addressed?</li> <li>What supports, if any, do you need to carry out this quick win action item?</li> <li><b>IF THEY COMPLETE QUICK WIN WITHIN 1-2 WEEKS:</b> What are next steps for moving this quick win forward? What can you do, by when? (add as new quick win)</li> </ul>
2. Send reminder about giving update at next meeting		Who is doing this coaching step?  When are they doing it?	<ul style="list-style-type: none"> <li>What supports, if any, do you need to give an update on your progress at our next meeting?</li> </ul>	

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	Quick win:	1. Send reminder email and check in around needed support	Who is doing this coaching step?  When are they doing it?	<ul style="list-style-type: none"> <li>• How's it going with carrying out this quick win action item?</li> <li>• Are you encountering any barriers? How can these barriers be addressed?</li> <li>• What supports, if any, do you need to carry out this quick win action item?</li> <li>• IF THEY COMPLETE QUICK WIN WITHIN 1-2 WEEKS: What are next steps for moving this quick win forward? What can you do, by when? (add as new quick win)</li> </ul>
		2. Send reminder about giving update at next meeting	Who is doing this coaching step?  When are they doing it?	<ul style="list-style-type: none"> <li>• What supports, if any, do you need to give an update on your progress at our next meeting?</li> </ul>

**Add more rows as necessary**