



TOOL | CAPTURING RESULTS WORKSHEET

TIME REQUIRED: 30 - 60 MINUTES

Capturing and sharing your progress is key to building and sustaining momentum. Intentionally capturing results will help you refine and develop a process or program, and sharing will help reengage stakeholders and advance the community's knowledge and understanding.

USING THIS TOOL WILL HELP YOU:

- Understand why capturing and sharing results is important
- Synthesize the activities that took place as you engaged your communities
- Analyze what worked and what you'd do differently next time
- Capture key engagement resources for future reference

CAPTURING AND SHARING YOUR RESULTS IS IMPORTANT

The part of the process that gets dropped more often than not, is all that comes after the work is done. We host an event and then don't do the debrief. We coordinate a year-long community of practice but don't capture the way the meetings have impacted people. We convene neighbours for a community gathering and work day but don't share how we did it and why people came.

Sharing enables learning.

Sharing often feels like hard work. We go go go and quickly move onto the next thing. It may seem like a self-fulfilling task, but really, when we share it is more beneficial to the receiver than it is to the storyteller. When we share our process, results and impacts it:

Inspires Others

We say, it can be done! Yes, it's tough work. Hold in there and persevere.

Builds momentum

Long term initiatives need fuel to sustain and build momentum and sharing the results—even if the work is still in progress—is a quick way of doing that.

Provides a case study

When you share your work you become the case study for someone else. Hearing about your work may

provide the reference or evidence someone else needs to move their own work forward.

Helps others to learn

Share both your successes and the things you'd do differently next time. Name them and own them. This case study from a poverty reductive collaborative in Halifax serves others by sharing both the things that went well and the pitfalls in their engagement journey.

Helps you to process your own learnings

Take the time to stop and process: What did work? I wonder why? What would I do differently next time? Documenting these and sharing them also holds you accountable to incremental improvements for next time.

WORKSHEET:

This worksheet can be completed independently or as a group synthesis process.

What happened?	How?	Why does it matter?	Would you do anything differently next time?	References
<i>24 neighbours showed up for the spring work day</i>	<ul style="list-style-type: none"> • <i>Invite shared in the monthly newsletter in April and May</i> • <i>Poster at the bus stop since April 12</i> 	<i>Only 12 people came last year so we doubled the turnout</i>	<i>Move the community BBQ to the same day so that people view the BBQ as the celebration after the work is done. This also allows workers to immediately show off their work to family and neighbours.</i>	<u><i>Community Newsletter April 2019.pdf</i></u>

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