**Weaving It All Together Worksheet**

*Use this worksheet to help you think through what to communicate to your team about your organization’s approach moving forward.*

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| **What’s happening and what you’re called to do** |

**Briefly describe what’s happening.** What are the biggest problems your community is facing? What has changed for your community members, stakeholders, and staff members because of this crisis?

**Who on your team and in your community is being *directly and disproportionately* impacted/harmed?** Be specific.

**Finish the sentence: *“As an organization, our job right now is to…”***

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| **What you’re working towards** |

**What’s the “headline” for how you’re responding to this situation? Finish one of the sentences below:**

* Our guiding objectives are…
* Moving forward, we’re focusing on…
* Our top 3 priorities are…

**One example of a recent success during this crisis is…**

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| **What you don’t know** |

**List THREE things you’re uncertain about:**

1.

**What are TWO potential tough calls you’ll have to make?**

1.
2.

**Name ONE equity sticking point you’re looking out for and a potential mitigation:**

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| **What you have planned** |

**List the scenarios you’ve identified and indicate the one you’re focusing on preparing for.** *(If you haven’t done scenario planning yet, check out our* [*article*](http://www.managementcenter.org/resources/how-to-scenario-plan-for-covid-19/) *and* [*tool*](http://www.managementcenter.org/resources/the-5-box-scenario-planning-tool-template-sample/) *to get started).*

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| **What it means for your team** |

**List 3-5 ways that people on your team will be impacted.** Consider changes in expectations, goals, or job descriptions. Think about potential obstacles and how they might affect people based on their: teams, tenure, identities, geography, etc.

1.

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| **What’s next** |

**When and through what channel(s) will you communicate updates?**

**When will you revisit your plans or key decisions made?**

**What are three things you’d like to express gratitude to your team about?**