



Tools for Leading Teams

Next Steps Big-Six Questions

Introduction

To assist groups and teams conclude a session or a phase of discussion, consider using the following “Big-Six” questions to specify what has been agreed to, delineate a time frame, and establish accountability:

1. “What will we do?”
2. “When will we do it?”
3. “How will we know it’s on track?”
4. “How will we know it was done?”
5. “What we need from each other so this can succeed?”
6. “What do we plan to learn from this for future reference?”

To document “next steps” that were elicited by these questions, consider using an action plan format such as the following. Such a summary document is also easy to post , communicate and check for accountability at future meetings.

Action	Date to be Completed	Person Responsible	Notification Method	How Measured	Resources Needed