

Section 1: LOOKING BACK – Tips and Suggestions

Tools to help you discover and document what you likely already know

The “Looking Back” section of the toolkit contain four tools, each with specific instructions and a worksheet to help you record your group discussion.

- A. Goals and Vision
- B. Assets Map
- C. Challenges & Opportunities
- D. Lessons Learned

Reasons to use the Looking Back tools:

- You are a new group or have new members.
- You are an older group but you haven’t discussed these topics in a while.
- You want to have a record of discussion on these topics for future reference.

Reasons to adapt or skip some of the Looking Back tools:

- You have recently discussed these topics as a group.
- You already have sufficient documentation of your group’s mission, your partners and opportunities/challenges in the community, and lessons learned from past projects.
- You don’t feel you need to discuss these topics in order to tackle the rest of the toolkit.

Suggestions for adapting parts of Activity A:

- Each tool comes with a worksheet designed to help you document your discussion, but don’t feel restricted by our format. It’s OK to just type up your own notes, as long as you record the discussion and can reference your notes later on.
- If you would prefer to skip any of the Looking Back tools, consider at least reviewing the concept of each tool with the group, explaining why you feel going through the exercise is probably unnecessary. Allow for a few minutes of comments or questions on the topic. Take notes if any good thinking comes out.
- For experienced groups looking to avoid a lot of meeting time, ask your committee chair or a long-standing group member to take a first shot at filling in the worksheet(s) prior to your meeting. That person can present their work for the group and the rest of you can help fill in the gaps.
- If you’ve recently completed similar exercises, take a few minutes to reflect as a group about what that process was like and what you learned.