

**Use Your Words – Defining CQI for Yourself**

CQI Steps	Guiding Questions/Tips	What do you think/What did you do?
Prepare	How do you effectively start this process? What do you hope to accomplish? Create your team - who can help you? What are the resources you have access to?	
Assess	Where is your baseline? What are the strengths and challenges of your program? What data helps you define that? How will you measure success?	
Plan	Using the data, what do you do well and what needs work? Start with one thing. Now be SMART about it. Then define all of the steps that will help you get there. Clearly define success so you can know it when you achieve it.	
Improve	Practice the steps. Talk about it often and share progress team meetings, huddles and with other stakeholders – newsletters, texts, emails, etc.	
Reflection	Did you achieve it? If so, how? What worked? What had to be adjusted? If not, why? What factors impacted your success? <b>What did you learn?</b>	
<b>REPEAT</b>		