

STAGE 7 OF 7

Measure, improve and sustain

This stage is about working out whether what you did actually helped anyone, and then deciding what to do next.

This worksheet: A short review of what changed, and a plan for the next round.
Start here if the activity happened and you want to know whether it helped.

WHAT YOU DID, AND WHAT CHANGED

On the left, write what you did. On the right, write what was different for someone else afterwards. Things like how many people came, or how much publicity you got, go on the left.

What we did

What changed for someone

EXAMPLE — DO NOT KEEP

Did: one table, two hours, 26 bags handed in. Changed: four families on that floor told us they had given up on recycling, and they brought their bags down again the next week.

WHAT CHANGED FOR PARTICIPANTS?

What we think changed	How we know — what a participant said or we saw	How sure are we?

What did you hope would happen that you cannot prove?

Be honest here. This is the part that tells you what to fix.

THE DECISION, AND WHAT HAPPENS NEXT

- ☐ Repeat — run it again the same way
- ☐ Change it — run it again with changes
- ☐ Team up — carry on with another organisation, or inside one
- ☐ Grow it — reach more people, or a different group
- ☐ Finish — end it properly and write down what you learned

Why we chose this, and who agreed

What happens next	Who does it	By when

YOU HAVE FINISHED THIS WHEN...

You have some evidence and feedback, and you have written down whether you are repeating, changing, teaming up, growing or finishing.

Next: Tell people what you learned, then update the plan.