

Figure 9.3: Success Tool—Action Research Planning Chart

Instructions: Start with a manageable scope—one question, one class, or one unit. Document progress in a notebook, digital journal, or shared team folder. Consider collaborating with a colleague for shared learning and feedback.		
Step	Guiding Questions	Notes
1. Identify the focus.	What problem or area of practice do I want to improve? Why is it important for student success?	
2. Define the research question.	What specific question will guide my inquiry—for example, “How does using graphic organizers impact reading comprehension for fifth-grade students?”	
3. Review current practices and data.	What do I already know from student data, observations, or feedback? What gaps or trends do I see?	
4. Develop an action plan.	What new strategy or change will I try? What resources or support do I need? What’s my timeline?	
5. Collect evidence.	What data will I collect (for example, student work, assessments, surveys, or observations)? How will I document it?	
6. Analyze results.	What patterns or results do I see in the data? Did the strategy make a difference?	
7. Reflect and adjust.	What worked well? What could be improved? How will I refine or scale this practice?	
8. Share learning.	How will I share what I learned with colleagues, teams, or stakeholders?	