THE ACTION GAP FIELD KIT

From Survey to Action

Turn each finding into a named action, with an owner and a date.

WHAT THIS IS

Turn a survey result into action that actually happens. Pull the few themes that matter, turn each into a named action with an owner and a date, then close the loop in public by reporting back what changed.

HOW TO USE IT

1. Pull the few themes that actually matter, not the twenty you could plausibly talk about.
2. Turn each theme into one named action, with an owner and a due date.
3. Schedule the follow-up before you leave the room.
4. Close the loop in public: report back to the people who took the survey on what changed. Action seen is trust earned.

THEME	ACTION	OWNER	DUE	STATUS	REPORTED BACK

Converting one survey into action by hand is doable once. Doing it every cycle, all the way down from the department average to the specific person at risk behind it, is where a list of commitments stops being trackable by hand. That is the edge Anchor was built to carry.

Free from **anchorbyretentio.com/field-kit**