1. **Plan:** What do you hope to learn? What are you trying to improve? By how much (goal) and by when (timeframe)?

2. **Do:** Carry out the change/test. Collect data. (Note when completed, observations, problems encountered, etc.) – What are you committing to doing and for how long?

3. **Study:** Summarize and analyze the data. (Qualitative and Quantitative) What data will tell you the impact your action is having?

4. **Act:** Document/Summarize what was learned. Did you meet your goal? List major conclusions from this cycle. What adjustments if any will you make to meet your goal?