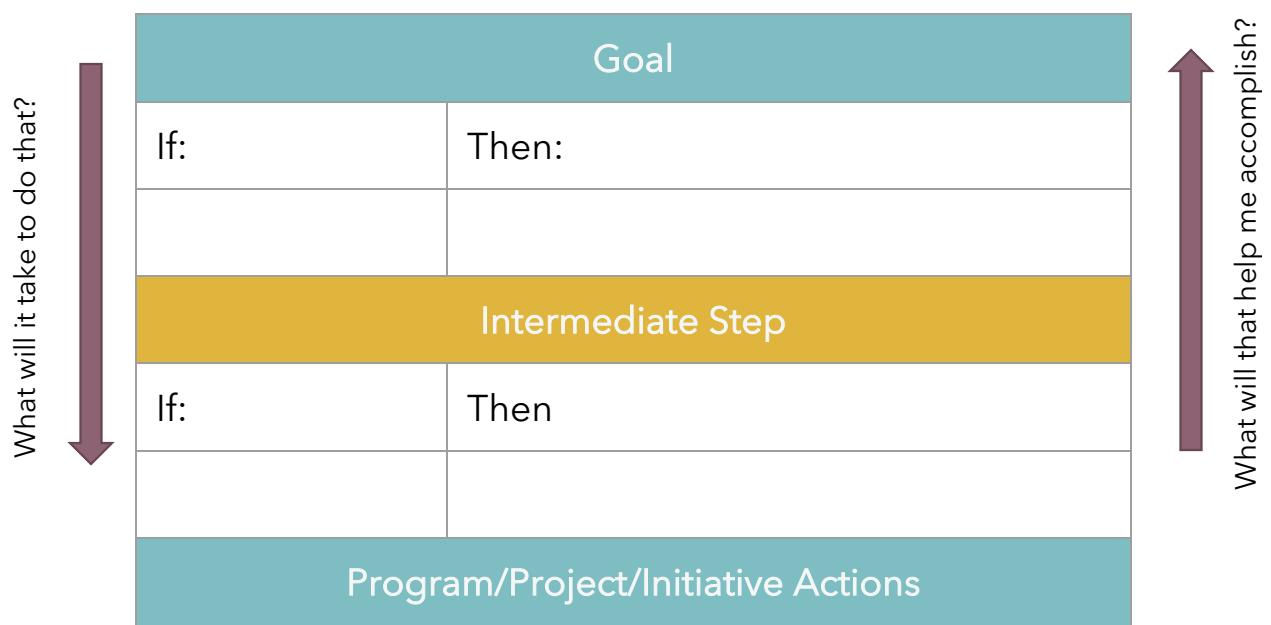




TOOL LINE-OF-SIGHT

OVERVIEW

The name of this tool, Line of Sight, refers to maintaining a clear vision of the steps required to reach a goal or desired outcome. This tool revolves around asking two questions that help us define the intermediate steps we must take to reach our goals and testing hypotheses to gauge impact. The questions are (1) what will it take to do *that*? and (2) what will that help me accomplish? Because this tool asks us to answer these questions for every step we take, it is also useful in evaluating whether the steps we have taken have had the desired effect.



WHEN TO USE

Creating a line of sight is particularly useful to ground ourselves when dealing with large goals that may seem far out of reach. Additionally, this tool can support a unifying vision for teams composed of multiple people - where team members may be responsible for taking specific steps.

This tool can also be useful for personal purposes. Say for example, establishing new habits and thinking through the steps we need to take to be successful in doing so.

HOW TO USE

Establishing a clear line of sight can look different depending on the magnitude of your goals and specificity of the steps you would like to take to accomplish them. Here's an example of how a line of sight can be made for the purpose of improving work/life balance:



When Facilitating

The Line-of-Sight tool is a handy tool to use when groups have laid out high-level goals and need a supporting structure for laying out specific strategies and actions to achieve them. In practice, each participant is provided a blank template of the tool and asked to fill them out with individual lines of sight (if...then...) to help reach the high-level goal.

Using Line-of-Sight for Learning and Accountability

This tool touches primarily upon the Act component of the Community Learning Model as groups seek to think strategically about how to reach goals and make things happen. As such, the tool can also be used to reflect on how the established line of sight did or did not reach the intended goals. Similarly, the generated lines of sight can be used as a central part of the work that serves to keep team members accountable to the determined goal.



For example, having followed a line of sight, a team can learn a lot about whether or not the specific steps they laid out made sense and were appropriate for the goal at hand—and can adjust future iterations accordingly. When using the tool for learning, it can be really useful to pair it with the [After-Action Review](#) tool to gather valuable information that can inform future action.

When using the tool for accountability, we can ask ourselves questions such as:

- How does this action complement or support the line of sight?
- Should we modify the line of sight based on unforeseen circumstances?
- Is our line of sight the best path forward based on what we have learned so far?

COMMUNITY LEARNING MODEL

Act

Make sure the planning leads to action, both within planning processes and at each stage of implementation.

Prioritizing By Impact and Feasibility is a tool for the Act phase of the Community Learning Model. To learn more about tools for dialogue and the other areas of the Community Learning Model, visit civiccanopy.org/clm.



Action may not look the same for everyone, but everyone has a part to play. Effective lines of sight in groups recognize that everyone shows up in different ways and make sure everyone involved sees the rewards of their actions.