**What we do and why do we do it this way?**

In any organization we often end up doing things a particular way because it was done that way when we joined the organization. Over time, as more and more people join the organization, the way we do things continues to be reinforced, and in some cases, the reason for doing it that way is lost in the history of the organization.

If we don’t take the time review why we do things a certain way in an organization we may be missing out on reasons we should be doing things differently. Rules may have changed. Training may have changed. Research may have revealed new possibilities. But our organization won’t catch any of these changes if we don’t take time to review how we take action as an organization.

You can use the form below to review different programs, systems, policies in your organization and start exploring why you are doing things a certain way.

**Why do we do it this way?**

1. Pick a specific program, process, system, policy, etc. That you would like to answer the question “why are we doing it this way?”
2. Talk to as many people in your organization and ask them:
   1. Is this working for you in your position?
   2. Why are we doing it this way?
   3. How does this impact your work in the organization?
3. Record your answers in the table, or use whatever method of recording the information works for you.
4. Once you have gathered enough responses, review and reflect on the results and decide if you want to try and make a change.
5. If the answer is “yes” you can use the “Running a Pilot Program in Your Organization” instructions to start planning a pilot program.

(New staff has been given a separate category as talking to people new to the organization is a great way to get information from someone who doesn’t have an expectation of things being done a certain way.)

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| --- | --- | --- | --- | --- |
| What are we doing? (Describe the program, process, system, etc. You want to explore) | Position | Is this working for you? | Why are we doing it this way? | How does this impact your work? |
|  | New Staff |  |  |  |
|  | Board Member |  |  |  |
| Executive Director |  |  |  |
| Directors |  |  |  |
| Supervisors |  |  |  |
| Direct Services team (you can separate these out into different departments) |  |  |  |
| Admin/Support team |  |  |  |
| Maintenance/Janitorial team |  |  |  |