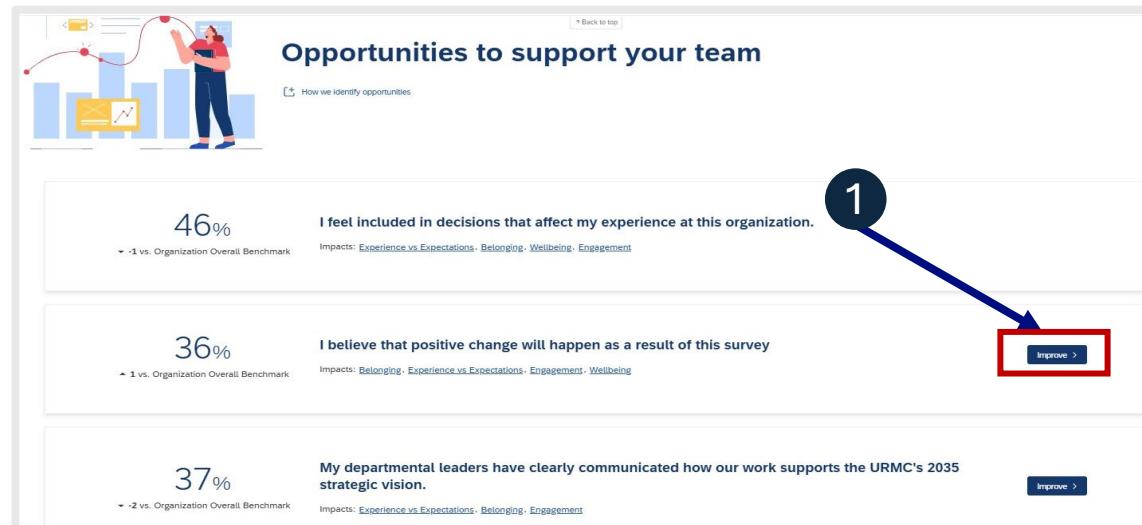


Starting an Action Plan from your EES 2025 Dashboard

The **Improve** button is next to many questions in the **Opportunities** section of the Headlines page and on the Analytics page.

NOTE: The “Improve” button is available for the questions that have the greatest impact on your team’s experience. The University’s custom KPI categories, Wellbeing Extended and Belonging Extended, also have the Improve button on the Analytics page.

1. Click the **Improve** button to begin documenting an action plan for that question.
2. Then click **Confirm**.
3. Click **View your action plan**.
4. Then click **New action** to document the actions you’ll take.

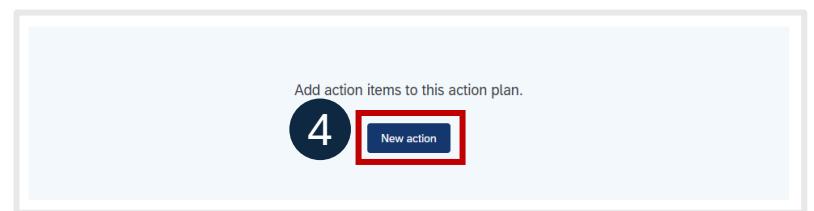
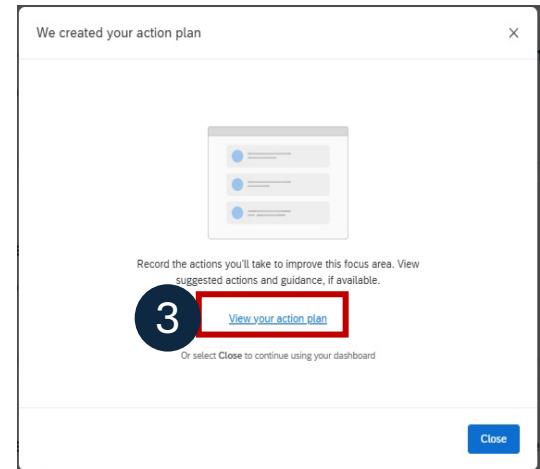
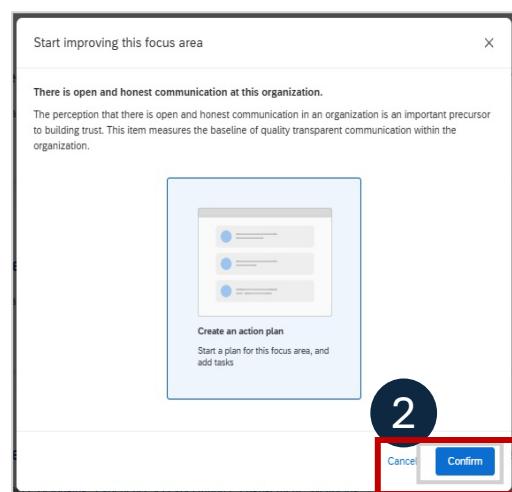


Opportunities to support your team

46% I feel included in decisions that affect my experience at this organization. Impacts: Experience vs. Expectations, Belonging, Wellbeing, Engagement

36% I believe that positive change will happen as a result of this survey. Impacts: Belonging, Experience vs. Expectations, Engagement, Wellbeing

37% My departmental leaders have clearly communicated how our work supports the URMC's 2035 strategic vision. Impacts: Experience vs. Expectations, Belonging, Engagement



Documenting Your Actions

1. Enter the title for your action in the **Title** box.
2. In the **Description** box, detail your action following the SMART model. Make sure the action is Specific, Measurable, Action-Oriented, Relevant, and Timely.
3. If you are partnering with someone on this action, add them as a co-owner.
 - 3A. If you want to add them as a co-owner to the overall action plan, add them on the right.
4. Set the due date for the action.
5. Click **Save** to save the action.
6. Set a **due date** for improving the priority area
7. To create a new action, click on **Create Action**
 - Repeat steps 1-6

