## Check list for getting started

* **Work with your BA and local leaders on your plan via the workbook** (available in this toolkit).
* **Develop a way to communicate rapidly with members of your team.**For example:
  + Text chain
  + Teams group chat
  + Other:
    - Slack
    - Signal
    - What’s App
* Report back to your CAT team and local leaders. Collect commitments, set dates and times, and decide on tactics between by **Jan. 13**.
  + How do they feel about this plan? Any adjustments or changes we should make?
  + What do they commit to? How are you dividing up this big commitment?
    - Number of members and nonmembers contacted
    - Number of events attended
    - Number of outreach events attended (phone bank, text bank)
  + Number of commitments to the platform
  + Number of signups for Rapid Response Texting
  + Number of members recruited.
    - These commitments should be tracked on an excel sheet for each region.
  + **Have a conversation with your team about accountability before Jan. 13.** 
    - We are building power and making hard asks of our members. We are often being told no or being blown off, and that is hard. Accountability isn’t about shaming people, it’s about being honest about the work load and working together to manage it.
    - Questions to ask yourself and your team.
      * What does accountability mean to you?
      * How do you want to be held accountable?
      * When you commit to something then can’t do it, how do you act? (Examples: do you hide, do you talk to your coworkers for help, etc.)
* **Set dates for big events and check in dates for the smaller stuff.** 
  + We recommend meeting once at the beginning of the month and once at the end of the month.
    - Beginning of the month will focus on:
      * What are our goals for this month?
      * What do people having come up this month that will limit or change their capacity?
      * What big events do we all need to show up for?
    - End of month will focus on:
      * How close did we get to our goals this month?
      * What barriers did people hit? What successes do we want to celebrate?
      * Debrief of events and one on one conversations.
        + Successes
        + Things we can do better
      * Next steps