

Mini-Routines

Dimension 3: Support practice or community organization in making progress on its goals

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Tool Overview

Much of the practice of partnership requires developing *routine* ways of thinking and working together. Below are some suggestions for mini-routines that could be built into partnership collaboration times to support ongoing co-thinking, reflection, and learning about particular indicators. These routines are designed to take around 5 minutes and be built into meeting agendas or common work processes.

Designed to Support RPPs to...	Designed with the following goals in mind...
- insert bite-sized learning and collaboration into existing meetings and work times - transform the way the partnership shows up, works together, thinks together, and collaborates, <i>over time</i>	5-10 minute routines - Can be built into existing meeting - Can be adapted to virtual or in-person settings - Can be done with an individual RPP or a group of folks from many RPPs - Repeatable

How you might use mini-routines

There are many ways to adapt this activity for a range of uses, contexts, and prior familiarity with the Dimensions and Indicators. The materials below aim to support you with designing the activity to best support your particular context.

If you are a partner in an RPP, you might...	If you are an evaluator of an RPP, you might...	If you are supporting a group of RPPs, you might...
- build into the regular cadence of your meeting agendas - build into key activities or tasks that you are engaging in as a partnership	- suggest a mini-routine or two to build into the regular cadence of meeting agendas - offer to facilitate the mini-routines as a low-stakes and more frequent form of data collection	- build into the regular cadence of your meeting agendas of role-alike, content-alike, or full network meetings - build into key activities or tasks that you are engaging in as a network - suggest a mini-routine or two for network members to build into the regular cadence of meeting agendas

Indicator Mini-Routines

[3A](#)

[3B](#)

[3C](#)

[3D](#)

[3E](#)

[3F](#)

3A. Align goals with priorities of the practice/community organization

[At end of meeting] How did our work today connect to our goals? How did it support the aims of our practice/community organization(s)?

3B. Include relevant perspectives and authority in goal setting and revising

[End of meeting] [Here are our goals as we last articulated them] What (if anything) do we need to revise or add based on our work today? Is there anyone else we need to bring into our collaboration based on our work today?

3C. Align work with the local context

[At RPP determined frequency - could be 1x per month; every meeting, etc.] Practice/community partners dump any upcoming events, deadlines, processes, etc. that partnership needs to know about into a running, easily accessible document that can be referenced by all partners.

[Whenever making a plan] Is there anything we need to consider about how this plan will fit in with processes, systems, and/or upcoming events?

3D. Learn together through collaborative sensemaking

[Beginning of meeting] Our work today will focus on [key idea or question]. How can we make sure our learning and thinking brings together research and inquiry, local wisdom, and practical knowledge?

[End of meeting] Our work today focused on [key idea or question]. How did our learning and thinking bring together research and inquiry, local wisdom, and practical knowledge? Did we emphasize one source of knowledge over another? What (if anything) do we want to do differently next meeting?

3E. Inform decision-making with ideas from research

[At RPP determined frequency - could be 1x per month; every meeting, etc.] In the past [time frame], how has our research/inquiry supported decision-making for the practice/community organization? What (if any) decisions are coming up that our research/inquiry might support?

[When discussing research/inquiry results] How could these results be used for future decision-making? What kinds of decisions might they relate to?

[When designing research/inquiry plans] Based on this plan, will results be useful for decision-making? What, if anything, do we want to tweak or revise to make potential results more useful for decision-making?

What decisions are coming up in this focal area, and are there any ways in which ideas from our work might help inform that conversation?

3F. Advance the practice or community organization's goals

[End of meeting] How might our work today contribute to our impact on our practice/community partners/organizations? Is there anything we want to do differently in the future to strengthen our impact further?

Facilitation Guidance

PREPARE

To prepare for facilitation of a mini-routine, we suggest you consider and plan for the following:

1. Choose a mini-routine

If you want to...	Then you might...
Build on engagement with one of the other tools that surfaced an area for growth/continued learning	Look at potential mini-routines for the identified indicator and/or dimension to see if any seem useful or if there are ones you could adapt
Use a mini-routine as an entry into using these tools	See Where Should We Start? for more on ways to think about which indicator(s) you might choose
Support an upcoming task or activity	Look through the mini-routines to that are specific to that kind of task/activity and/or see if there are other mini-routines that could be meaningfully adapted for the task/activity

2. What frequency and timing will be most useful. The goal is for these mini-routines to be built into the existing cadence of your work. As shown in the examples, there are two overall kinds of frequency/timing:

- Some of the mini-routines are designed to be built into regular meetings (for instance, at the beginning of a meeting or the end of a meeting)
- Others are designed to be built into specific activities (for instance, whenever the partnership has something ready to share with a broader audience)

How long it makes sense to embed a mini-routine into the cadence of your work will depend on your partnership, the mini-routine, and how your engagement with the routine evolves. It might be time to move on if:

- You notice the focal ideas in the mini-routine are starting to become part of ongoing conversations more naturally
- You shift the focus of your collective work or move into a different focal activity for which the mini-routine makes less sense

3. CAUTION. As with all of the tools, not all tools will be useful at all times for all RPPs. Take care to consider the following:

- Have we had the necessary conversations *before* this to make this mini-routine useful in 5-10 minutes? Do we have a shared understanding of the central ideas to this routine?
- Do we have the level of trust that is necessary for this mini-routine to be useful?
- Are there ways in which this mini-routine might actually be harmful for our group?

ENGAGE

5-10 minutes

All of the mini-routines are designed as brief 5-10 minute conversations. However, there are a range of ways a group could engage with them, including one or more of the following:

- Open conversation/dialogue
- Smaller conversations with one or two others
- Engagement in a Google Doc, Padlet, or similar collective document

PROCESS THE LEARNING

After the activity, those facilitating will want to take some time to process what surfaced and decide next steps.

Where Might We Go Next?

After engaging in this activity, your partnership might:

- Make a note of any follow-up that is necessary given the ideas or questions that surfaced during the routine
- Make a note of when you want to do this routine again by putting into your “health tracker,” a future meeting agenda, a calendar reminder, etc.