

# LEADING CHANGE TOOLKIT™

TO HELP CHANGE AGENTS AND  
CHANGE TEAMS MAKE LASTING  
IMPROVEMENTS IN HEALTH CARE

## Knowledge-to-Action Framework Worksheet: Prioritizing the gaps you want to address in a problem area

You and your team may identify multiple gaps you want to address in a problem area. This worksheet can help you identify and prioritize the gaps you and your team would like to address.

**Instructions:** For each knowledge-to-action gap your team has identified, consider the following questions and answer either yes, no, or N/A (not applicable). Determine the number of gaps you and your team can realistically address. Identify the top knowledge-to-action gaps with the most “yes” responses.

| Question  | Yes | No | N/A | Comments/Rationale |
|---|-----|----|-----|--------------------|
| Is it an area of clinical concern?  |     |    |     |                    |
| Does evidence (e.g., guidelines, systematic reviews, etc.) exist to address this gap? |     |    |     |                    |
| Are baseline data available to indicate what performance is like currently?           |     |    |     |                    |
| Is there sufficient interest from key stakeholders to support work on this gap?       |     |    |     |                    |
| Does addressing this gap have support from management?                                |     |    |     |                    |

|   |  |  |  |  |
|---|--|--|--|--|
| Does addressing this gap align with other local, regional or national activities? |  |  |  |  |
| Would doing something be:   |  |  |  |  |
| Feasible? (If so and if not, how?)  |  |  |  |  |
| Practical? (If so and if not, how?)   |  |  |  |  |
| Desirable? (If so and if not, how?)   |  |  |  |  |

SOURCE: Adapted from Kitson & Straus, 2013.