**TIPS for Using the 4 + 1 Questions:**

1. On separate pieces of paper (flip chart paper is preferred) write at the top the following:
	1. Things we have tried.
	2. Things we have learned.
	3. Things we are pleased about.
	4. Things we are concerned about.

 Each sheet will look like the following:



1. Tape all sheets on the wall so that everyone can see each sheet.
2. Everyone will choose a colored marker to write with. Each person will have a different colored marker to make it easy to identify the different perspectives of each person. OR have everyone use the same color if there is a sense that people would appreciate being anonymous.
3. Everyone will write on each paper answering the questions:

## “Since we last got together…”

* 1. Things we have tried.
	2. Things we have learned.
	3. Things we are pleased about.
	4. Things we are concerned about.

1. Questions may also involve around things that are more specific like:
	1. “Regarding Sally’s new health plan…”
	2. “Jon’s experience with activities in the community…”
	3. “In learning to communicate better with Angolina…”
2. TIPS or guidelines to share with group before people start writing their ideas on paper:
	1. No talking or problem solving when everyone is writing.
	2. Everyone must be comfortable with writing; people must feel that spelling and grammar do not matter.
	3. There are no “Stupid Questions/Answers”.
	4. Anyone that feels they cannot write should be supported by having someone write for them.
	5. If the person being supported is present, identify a person(s) to assist if needed.
3. After everyone has contributed, the team will discuss each idea or input. Clarify where needed and document on the large paper.
4. Put up another piece of large paper and title it “Next Steps – What, Who, & By When”.



1. The team should then answer the following:

*“Based on what we now know, how should we move forward?”*

NOTE: The team may decide what new things to try and/or actions to be taken when the team meets again.