ACCESSIBILITY
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(ACE)

ACE FALL COHORT

Quick Wins Worksheet

Identify an immediate, achievable accessibility improvement and turn it into a clear first action.

A quick win is a meaningful accessibility improvement that can be started or completed within about 30 days using current or easily available resources. Quick wins build momentum, but they do not replace longer-term systemic change.

STEP 1 IDENTIFY: What could we improve now?

Draw from your Accessibility Snapshot. Focus on actions that address a real barrier or improve participation.

Potential quick win	Barrier it addresses	Whose experience may improve?	30-day fit?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

STEP 2 CHECK: Is it truly a quick win?

A small action can still have meaningful impact. Use the questions below to compare options A, B, and C.

Quick-win check	A	B	C
Addresses a specific accessibility barrier	☐	☐	☐

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Quick-win check	A	B	C
Improves access, participation, dignity, or belonging	☐	☐	☐
Can begin or be completed within about 30 days	☐	☐	☐
Is within our control and uses resources we can access	☐	☐	☐
Includes input from people affected and avoids creating new barriers	☐	☐	☐

STEP 3 CHOOSE: Turn one quick win into action

Choose the action that offers meaningful benefit and is realistic to begin now.

Our selected quick win	
Within 30 days, we will… Write a clear action statement	
Barrier this addresses Connect it to your Accessibility Snapshot	
Who should be involved? Include people affected by the change	
What do we still need to confirm? Identify missing information or assumptions	

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Our action plan	
First three steps **1.** **2.** **3.**	
Action owner **Who will coordinate the work?**	
Support or resources needed **People, time, tools, or approval**	
Target completion date **Choose a date within about 30 days**	
One sign of progress **What will be different for people?**	
How this supports longer-term change **Quick wins should connect to a larger direction**	

Remember: completing a quick win is not the end of the work. Check whether it improved people's experience, gather feedback, and decide what should happen next.