

# Checking the Right Boxes

<b>What are we doing?</b>	To gather information in order to take effective action.
<b>Objective</b>	Introduce, evaluate, and dig into surveys as tools to illuminate and harvest knowledge to improve Adult SEL health.

Use Surveys	Survey and Question Types	Getting Started	Tips
<ul style="list-style-type: none"> <li><input type="checkbox"/> Get information</li> <li><input type="checkbox"/> Consistency</li> <li><input type="checkbox"/> Make informed decisions</li> <li><input type="checkbox"/> Direct line of communication</li> <li><input type="checkbox"/> Quantify understanding</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Online</li> <li><input type="checkbox"/> Paper</li> <li><input type="checkbox"/> Face-to-Face</li> <li><input type="checkbox"/> Multiple choice</li> <li><input type="checkbox"/> Open-Ended</li> <li><input type="checkbox"/> Short answer</li> <li><input type="checkbox"/> Rating Scale</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan your intentions</li> <li><input type="checkbox"/> Choose your demographic</li> <li><input type="checkbox"/> What do you want to know</li> <li><input type="checkbox"/> Consider Time</li> <li><input type="checkbox"/> Consider complexity</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use Simple Questions</li> <li><input type="checkbox"/> Avoid Leading Questions</li> <li><input type="checkbox"/> Diversify your questions</li> <li><input type="checkbox"/> Start with easy questions</li> <li><input type="checkbox"/> Open-Ended near the end of sections.</li> <li><input type="checkbox"/> Find examples</li> <li><input type="checkbox"/> Give to a small group to refine</li> </ul>

<b>You can do it!</b>	Every response is valid no matter how many you get!
<ul style="list-style-type: none"> <li>• Add incentives like a drawing, raffle to optimize responses.</li> <li>• Build Buzz Before you send it out</li> <li>• Make the subject line catchy</li> <li>• Use the data to make aware, open eyes and learn about those around you!!</li> </ul>	

