

Action Planning Practice

You have about 45 minutes to practice the Action Planning process by yourself or in a small group.

1. Decide on a topic for your practice action Plan
2. Jot down the givens to establish the **Context**
 - a. Who is involved?
 - b. Where will the event take place?
 - c. What is the event?
 - d. What is the event for?
 - e. When will the event be?
 - f. Is there an established budget? What is it?
3. Clarify the Rational Aim and Experiential Aim for the project.
4. Brainstorm in the **Victory** circle what you would like to see at the end of your project, 3 to 6 months from now.
5. In the **Current Reality** circle, brainstorm the Strengths and weaknesses you currently have. Then brainstorm the benefits of achieving your victory and the possible dangers that might result from achieving your victory.
6. Read over the Victory and Current Reality circles and decide what you can commit yourself to achieving. Write these down in the **Commitments** box and broad goals.
7. On small sticky notes, **Brainstorm** all the actions you will need to take to implement your commitments. Write each action on a separate sticky note.
8. **Organise** your actions according to similar task and name each cluster of tasks
9. Divide your **Calendar** timeline into 5 appropriate time periods and write these in the boxes provided. Looking at each of your actions, decide when it needs to be done and who will do it – write this on the sticky note. Plot each cluster of tasks on the calendar and write new sticky notes for each launch action, victory, and budget needed
10. Review your action plan and consider the **Coordination** questions on p. 54 of your manual. Make any additional notes or adjustments.
11. **Reflect** on your completed plan using the questions on page 55 in your manual.