

ACTION PLANNING PRACTICE WORKSHEET

Context

What is the **project**, or the **topic**?

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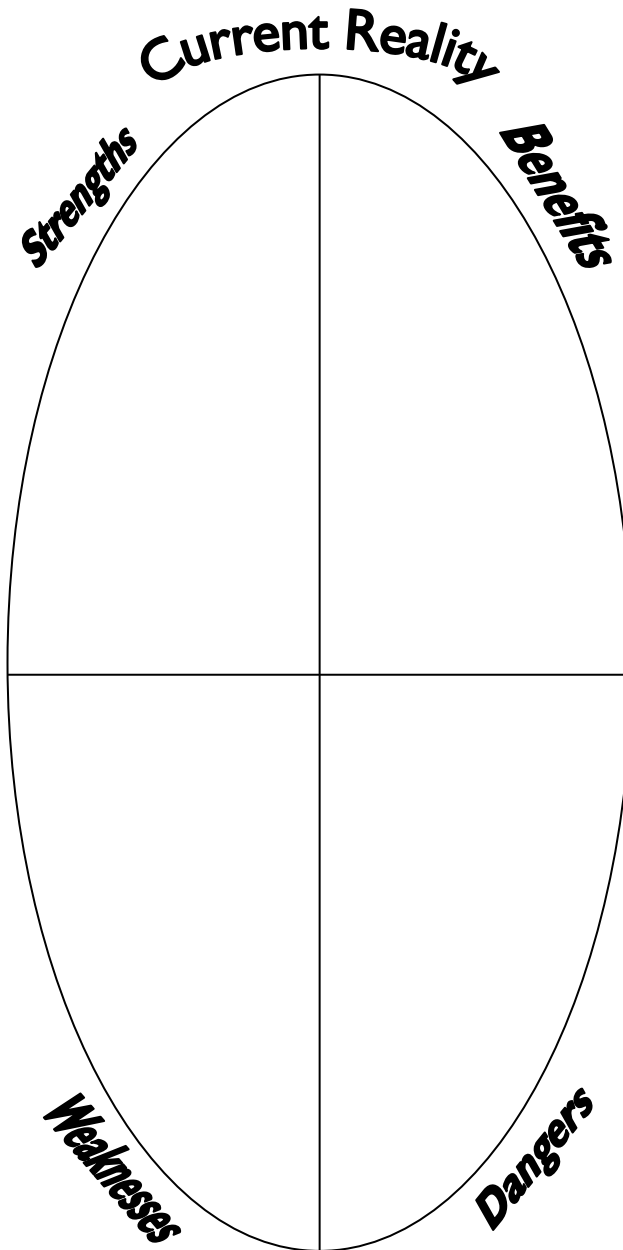
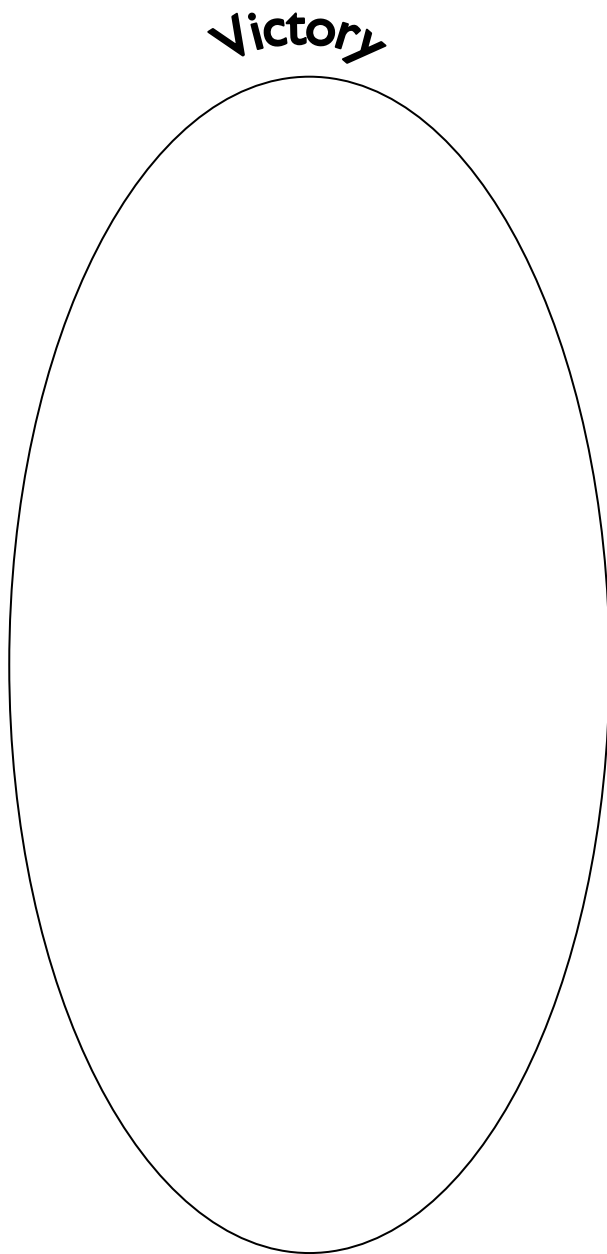
What do we know about the **parameters** or '**givens**' of the project,
eg: basic decisions made previously?

Who	What	When	Where	Why	Budget

What will be your **aims** for the project?

Rational Aim	Experiential Aim

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Committed to:

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-
-
-
-
-
-
-

A rectangular box containing the text 'Committed to:' followed by a vertical list of ten bullet points for writing specific commitments.

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What **actions**
are required to
accomplish the
commitment?

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Calendar of Actions

Task	Launch Action						Victory	£
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Instructions for Individual Practice (25 minutes, referring to pages 48-55 in your manual)

1. Decide on a **topic** for your practice Action Plan.
2. Jot down the givens or **Context:: Who? Where? What? Why? When? Budget?**
3. Clarify your **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, approximately three to six months from now.
5. In the **Current Reality** Circle brainstorm the strengths and weaknesses you currently have, today, to make that Victory happen. Then, thinking about if your project was successful in achieving its Victory, brainstorm all the benefits you would receive and the possible dangers that might result.
6. Read over your Victory and Current Reality Circles and decide what you can commit yourself to achieving. Write these down in the **Commitments** Box as broad goals rather than actions.
7. On small post-it notes brainstorm all the **Actions** you will need to take to implement your Commitments. Write each action on a separate post-it note.
8. Organize your actions according to similar task and name each cluster of tasks.
9. Divide your **Calendar** timeline into five 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 post-it note. Plot each cluster of tasks on the Calendar, writing new post-it notes for each cluster's Launch Action, Victory and anticipated budget needed.
10. Review your Action Plan and consider the **Coordination** questions on p.54 in your manual. Make any additional notes or adjustments.
11. **Reflect** on your completed plan using the questions on p.55 in your manual.