

ACTION-PLANNING WORKSHEET

MOVING PEOPLE TO ACTION

A lot of our work is getting other people to take action on something. We want board members to advocate, staff to raise money, and volunteers to serve.

Use this worksheet to motivate your people to action.

1. SET FOCUS

FOCUS:

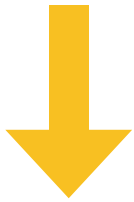
You need to stay focused and envision what success looks like.

Fill in this sentence:

I want _____
(type of person)
to _____
(action)

2. GET READY

Address the four barriers to action:



CLIMATE

What external conditions (*climate, culture, institutional structures*) are in place? What can you do to make them favorable? *Use these to gauge expectations, too.*

TOOLS

What tools would jump-start action? What resources will be helpful while action is happening?

KNOWLEDGE & SKILLS

What do you need to know for the action? What skills do you need?

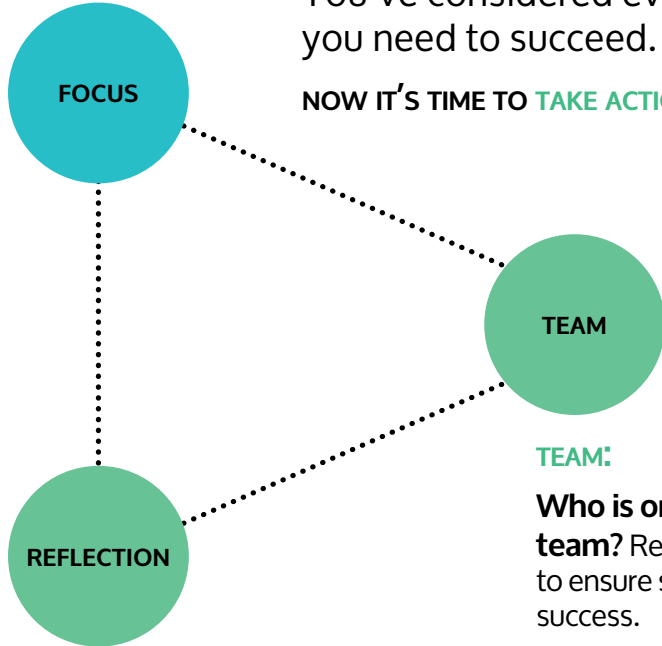
FEELINGS

How do you feel about the action? What can you do to honor and harness that emotion?

3. TAKE ACTION

You've considered everything you need to succeed.

NOW IT'S TIME TO TAKE ACTION.



FOCUS

TEAM

REFLECTION

TEAM:

Who is on your team? Rely on others to ensure sustained success.

REFLECTION:

When can you schedule time to reflect? You need to think deeply in a sustained, structured way.