

# 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.*

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**TOOLS**

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

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**KNOWLEDGE & SKILLS**

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

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**FEELINGS**

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

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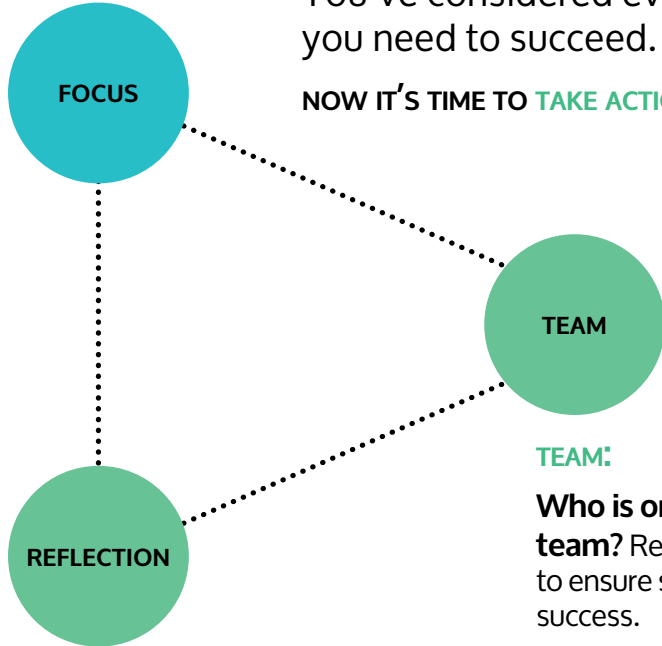
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### 3. TAKE ACTION

You've considered everything you need to succeed.

**NOW IT'S TIME TO TAKE ACTION.**



**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.