



Your Own Action Plan

Names of Group Members:

1. BRAINSTORM IDEAS - What can you do to help others? Create a list of ideas:

2. DECIDE - Write down the final idea you chose.

3. GET INFORMATION - Always ask who, what, when, where, why, and how.

- ◆ Why are you doing this project? _____
- ◆ What are you going to do? _____
- ◆ What equipment do you need? _____
- ◆ Who will help? _____
- ◆ Who do you need to ask permission of? _____
- ◆ Who do you need to work with? _____
- ◆ When can you start? _____
- ◆ Where will you meet? _____
- ◆ How much will it cost, if anything? _____
- ◆ How will you pay for it? _____
- ◆ How will you get there? _____
- ◆ How will you know if you did a good job? _____

4. PLAN - Make a list of everyone you need to meet with. Write down their names and the date of your meeting. Give yourself a start and finish date for the project. START _____ FINISH _____

MEETING & TIME LOG

DATE	WHAT YOU DID	WITH WHO?	TIMES

5. PUT YOUR IDEAS INTO ACTION - Write down the name of every person or committee who is working on the project, and what they are responsible for.

NAME	PHONE #	RESPONSIBILITY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. EVALUATE WHAT WAS DONE

- What did you like about the project? _____

- What would you do differently? _____

- Would you do the project again and why? _____

7. SHARE YOUR SUCCESS

- _____ Make a list of those to send than-you notes to, then do it!
- _____ Make a plan for how to celebrate your success.
- _____ Tell your Girl Scout Council about your success.
- Who else can you tell? _____