

# ACTION PLANNING OUTLINE

## RECOMMENDATION NUMBER \_\_\_\_\_

Describe your group's goal or the overall improvement you want to make. This is what you decided on in your "So What" discussion. (Fill out one outline for each recommendation.)

## ACTION STEPS

List the steps that are needed to make your recommendation happen. Write each action step as a specific, practical statement. Always start with an active verb. For example, a *good* action step might be written like this: "**Invite two new youths to each board meeting.**" On the other hand, a *not so good* action step might say: "**We need more youths on the board.**"

\_\_\_\_\_ **A.**

\_\_\_\_\_ **B.**

\_\_\_\_\_ **C.**



Youth and Adult Leaders for Program Excellence

© Community Youth Connection, 2004

Permission required to reproduce or distribute this material: lcamino@wisc.edu or rszeldin@wisc.edu

Now it's time to get down to details and plan exactly how to step into action. Complete one of these worksheets for each action step you propose.

**ACTION STEP** \_\_\_\_\_

**WHAT COULD BE TOUGH**

•

•

•

**WHAT COULD HELP**

•

•

•

**WHAT** will we do?

**WHO** will make it happen?

**WHO** will check on progress?

**HOW OFTEN** will we check on progress? **WHEN** will we complete it?



Youth and Adult Leaders for Program Excellence

© Community Youth Connection, 2004

Permission required to reproduce or distribute this material: lcamino@wisc.edu or rszeldin@wisc.edu