

**For A Successful Activity
(You Are Doing It)
USE THE PLANNING SHEET**

- State **WHAT** you are doing
- Plan **WHAT** you need to get it done
- Plan **HOW** you are going to get it done
- Plan **WHERE** you are going to do **EVERY STEP**
- Plan **WHEN** it needs to be done
- Plan **WHEN** you are going to do **EVERY STEP**
- Plan **WHO ELSE** needs to be involved
- Put your plans in a **TO DO LIST**
- Review your **TO DO LIST** and make sure everything gets done
- Implement Your **PLAN**
- Practice, Practice, Practice

**For A Successful Activity
(You Are Organizing It)
USE THE PLANNING SHEET**

- State **WHAT** is going to be done
- Plan **WHO** is going to do each step of the plan
- Plan anything **YOU** need to do using the “For A Successful Activity (You Are Doing It)” To Do List (over)
- Make sure the **WHO** follows the “For A Successful Activity (You Are Doing It)” To Do List (over)
- Know what each person is going to do **AND** their plan
- Check with them regularly with a conversation (phone call, in person, e-mail) to make sure they are doing what they need to do – get their written plans for review
- Review their plans and progress regularly (see step above) – use a To Do List
- Make sure **EVERYTHING** is done **BEFORE** the Activity