



Action Planning

This is a guide to help you get started, whether you are planning a one-time event or working out what the year looks like for your Kiva U Club.

Basic Action Plan Steps:

- **Research & Explore:** What do you want to accomplish and why? What skills, knowledge, and passions can you use as resources to achieve your goals? Who else has done similar projects, and what can you learn from them? Where can your club make an impact? Answering these questions will help you home in on where you will make the greatest impact.
- **Prepare & Plan:** Try to visualize the end result of taking action. What change would you like to see? What has to happen to cause or create that change? Map out where you want to go from where you are now. What steps and tools will it take to get there? What assets do you have and which do you need that could help you address this problem or issue? Now you know what you need to do, assign roles to people based on their interests and skills.
- **Make It Happen:** In the words of Yoda, 'do or do not, there is no try.' You've done your planning, all the pieces are in place, so now put your plan into action!
- **Reflect & Evaluate:** If this is a one-time event, use the time directly following the event to discuss how it went, what went well, what could be improved in the future. If you are planning for a longer-term, be sure to build in times to reflect and evaluate whether you are on track to meet your goals, or if those goals have changed, if any responsibilities need to be redistributed or re-assigned among individuals, and if there are any changes you need to make to the plan.
- **Recognize:** One of the most important steps in Action Planning is recognizing a job well done and celebrating both hard work and success. Be sure to take time to thank everyone (including yourself) for any efforts and contributions to achieving goals. Give out awards, share a meal, throw a party, or have a game night; whatever is most appropriate for you and your group to show gratitude.