

## **Structured Experience 12-12: Organization Action Plan**



### **GOALS**

The goals for this experience are to

- ◆ Teach participants to use a tool to develop an action plan.
- ◆ Illustrate the importance of planning next steps for effective time management.
- ◆ Share plans with others for greater commitment and accountability.

### **MATERIALS**

Materials needed for this structured experience are



- ◆ Writing instruments
- ◆ Copies of Training Instrument 11-3: Organization Action Plan for all participants



### **TIME**

- ◆ 10 minutes for setup and explanation of planning tool
- ◆ 10 minutes for individual planning
- ◆ 15 minutes for sharing action plans
- ◆ 10 minutes for debriefing

### **INSTRUCTIONS**

1. Give copies of Training Instrument 11-3: Organization Action Plan to all participants, and ask them to take out a pen or pencil.
2. Explain that in a few minutes you will ask each participant to complete this planning document individually and then share his or her plan with a partner.
3. Walk the participants through the instrument, and explain that you will use it as both a tool for accountability and scheduling. Point out that when items are in writing, there is a greater commitment to act. Feel free to share your own examples of time management behaviors and the techniques they have learned that could be in a plan.

4. Allow up to 10 minutes for the participants to complete the planning instrument.
5. When the 10-minute period has passed, ask the participants to pair up with someone (one group of three is fine if there is an odd number of learners in the workshop).
6. Give the pairs up to 15 minutes to share their action plans with each other, explaining that sharing them with other people leads to greater accountability.
7. When it appears that all pairs have finished, begin the debriefing.

### ***DEBRIEFING***

Ask for a handful of volunteer participants to share their action plans with the large group. Lead the debriefing into a discussion of the participants' reactions to the exercise, what they perceive as the value of completing an action plan, and whether they found it helpful to take the time to think about, document, and share action steps for time management. (10 minutes)