

SKILLS TO ENABLE PEOPLE & COMMUNITIES

ACTION PLANNER

The laminated STEPS Action Planner provides a framework for the group to follow each week to track their progress towards their goal of a Local Community Activity.

Blank STEPS Action Planner



SKILLS TO ENABLE PEOPLE & COMMUNITIES



Our Group's Big Goal is.....		
Our Group's Sub-Goals Are... (What we want to do)	Goals Need Action... Who, What, Where, When, Why, How	Checking Results... ✓ Achieved - Celebrate the success! - Set new sub-goals X Not Achieved - Work out why - Make Changes

Each week, the group will write the actions that need to be done for each task, and then check the results. Plans and actions can be modified or changed and re-written directly onto the Action Planner. Group members will also write their tasks in their Workbooks.

In the EXAMPLE below, different group members (Bill, Wendy, Jackie and Sue) plan the actions needed for their tasks towards the group goal of a Picnic and Games in a Park.

STEPS Action Planner (Example)



SKILLS **T**O **E**NABLE **P**EOPLE & COMMUNITIE**S**



Our Group's Big Goal is..... <i>Picnic and Games in a Park</i>		
Our Group's Sub-Goals Are... (What we want to do)	Goals Need Action... Who, What, Where, When, Why, How	Checking Results... ✓ Achieved - Celebrate the success! - Set new sub-goals x Not Achieved - Work out why - Make Changes
1. Decide on a park	1. Bill to bring in street directory to help choose a park.	1. Group chooses a certain park.
2. Transport options	2. Wendy and Jackie to bring in their usual bus route map.	2. Wendy and Jackie can catch the bus there.
3. Everyone will bring their own food and drink	3. Bill needs to budget for food shopping. Wendy needs to add the picnic food to her shopping list.	3. Bill forgot to look at his budget. He enters a reminder into his mobile phone.
4. Games ideas	4. Sue to call her brother to borrow his boules set for the day.	4. Sue's brother is away on holidays. New ideas for games are needed.