



HOW TO CREATE AN ACTION PLAN

★ GOALS

Discuss what is your main goal, pay attention to define SMART goals

- Specific – well-defined and clear
- Measurable – include measurable indicators to track progress
- Attainable – realistic and achievable within the resources, time, money, experience, etc. you have
- Relevant – align with your other goals
- Timely – has a finishing date

★ OBJECTIVES

Discuss what are the main objectives of each milestones, They can be smaller goals to achieve the final goal.

★ MILESTONES

Define the biggest tasks and milestones, celebrate if you achieved them!

★ ASSIGNEE

Defining roles and responsibilities is important, so don't forget to assign each task to someone!

★ DUE DATES

Setting up a deadline is important to achieve your goals, never forget to define them with the assignees.

★ LOCATION/VENUE

Define the venue, location or platform of the activity.

★ TOOLS AND RESOURCES

Write a list about all the resources you need, compare it with what you have and be sure you can and will have everything.

★ LESSON LEARNED

Collect feedbacks, reflect on the result, define what you will do differently next time.

★ EXTERNAL COLLABORATORS

List the people, organisations or institutions that can add value to your projects (e.g., a local company or the municipality offering sponsorship or professionals who can help you with their expertise).