



## Plan for Action

**Review your Pluses, Potentials, Concerns and the ideas you generated to overcome your concerns.**

Now **generate at least 16 action steps** that will detail everything that might need to happen in order to bring your solution to reality. If you get stuck or begin to slow down, ask yourself the following questions to stimulate more action steps.

1. What might you do to make your solution easy to understand?
2. What might you do to demonstrate the advantages of your solution?
3. What might you do to you gain acceptance of your solution?
4. What special places or locations might you use to implement your solution?
5. What are some places or locations to avoid?
6. What special times might you use to implement your solution?
7. What might be all of the things that might assist you when implementing your solution?
8. What might be all of the things that might resist you when implementing your solution?  
What might be all the ways to overcome the resistance to your solution?
9. What additional resources might help you to implement your idea (e.g., individuals, groups, materials, money)?
10. How might you pretest your solution?
11. What first steps might you take to put your solution into action?

1. \_\_\_\_\_

9. \_\_\_\_\_

2. \_\_\_\_\_

10. \_\_\_\_\_

3. \_\_\_\_\_

11. \_\_\_\_\_

4. \_\_\_\_\_

12. \_\_\_\_\_

5. \_\_\_\_\_

13. \_\_\_\_\_

6. \_\_\_\_\_

14. \_\_\_\_\_

7. \_\_\_\_\_

15. \_\_\_\_\_

8. \_\_\_\_\_

16. \_\_\_\_\_

### FORM A SPECIFIC PLAN OF ACTION

**When you have generated all of the steps that might be taken to bring your solution to reality, select the ones that you need to accomplish and then put them into the following format so that you know:**

- What is the specific action step that is going to take place (be as specific as you can)
- Who is going to do this action step?
- When will this action step be completed?
- Who will check to make sure it is done (to provide support; also, sometimes it helps to check on the person who will do the action step, to make sure it isn't forgotten) Or, to whom do you need to report completion.

***Be sure to make one of your first steps something you can accomplish within the next twenty-four hours. Momentum is essential in the creative process!***

# Plan of Action

ACTION What is going to be done?	Who will do it?	By when? DATE	Report completion to: Check or Support
<b>SHORT TERM ACTIONS</b>			
DATES From: _____ To: _____			
<b>INTERMEDIATE ACTIONS</b>			
DATES From: _____ To: _____			
<b>LONG-TERM ACTIONS</b>			
DATES From: _____ To: _____			