A simple project plan

- Write down your aim on the right hand side of the whiteboard. Write "Today" on the left hand side.

- Jot down on sticky notes all the things you can think of that you need to do to achieve the aim – write one thing on each sticky note.

- Take the first idea – is that one that needs to be done soon (stick it near today) or later (stick it near the aim).

- Take the next idea. Does that come before or after the first sticky note idea?

- Keep going until all your sticky notes are on the board.

- Is anything missing?

- Look at the first idea, next to "today". Can you do it tomorrow? If not, break down all the things you need to do in order to achieve that step, in the same way.

- You should end up with an ordered list of tasks to be completed, and the first one that you can do tomorrow.

Action plan

Project title:	Date of meeting:	
What will be done?	**By whom?**	**By when?**