

# Individual Action Planning

Type: Generating Ideas, Organizing Ideas



## What Is It?

A way for individuals to set goals and then plan when they should be completed by, what resources or supports are needed, and what to do if obstacles are encountered.

## How to Use It

1. This activity is best at the end of a session / workshop so that participants can decide how and when to apply their new knowledge.
2. Have each individual draw an action-planning table (see table).
3. Ask each participant to identify three goals they would like to work on following the workshop / session. For example, "Build a tippy tap" or "Wash hands at critical times". Have them write down their three goals in the table.
4. Ask participants to write the actions they will need to take to achieve each goal in the appropriate column.
5. Ask participants what resources or supports will be required to implement each action successfully. Do they need help from someone else, such as a mentor or their family members? Do they need to save money or purchase supplies? Will they need to gather tools? Write the resources or supports needed in the appropriate column.

## Trainer Notes

It is important to be specific when discussing goals. Help participants to break down large goals into small ones.

Encourage participants to share their action plans with a partner to check if it makes sense and seems attainable and realistic.

Encourage participants to focus on only three goals so that they do not feel overwhelmed.

## Why Use It?

Helps participants reflect on how they will apply knowledge and skills learned after the workshop

Helps to plan when the activities should be done

Helps to plan what resources and supports will be needed

Helps to visualize potential obstacles and plan ways to overcome them

6. Now ask participants when each activity should be done. Now? Soon (within weeks)? Later (in a few months)? Ask them to write a specific date in the appropriate column.
7. Ask participants to consider what obstacles they might encounter in reaching their goals. For each obstacle, ask them to write it starting with "If". For example, "If the soap is stolen from my tippy tap..." or "If I do not have enough money to buy soap..."
8. Finally, have participants identify effective actions or solutions for each obstacle starting with "Then". For example, "Then I will use ash until I can buy more soap at the market."
9. Ask participants to review the action plan. Does it make sense? Is anything missing? Is it realistic?

Goal	Action(s)	Resources / Supports Needed	Due Date	Obstacle	Effective Action / Solution
1.					
2.					
3.					