



The Starting Point

Start with **The Big One**: Pinpointing Your Primary Task

What's on Deck: *Identify and describe the main task or project you're focusing on or finding challenging. This invites you to tackle ongoing challenges as well as new initiatives. Example: Organize the Annual Conference*

End Goal: *Define success: What specific outcomes will indicate that you've achieved your goal? For example, the conference is fully organized, with speakers lined up and venues booked.*

Deadline: *When should this be completed? Setting a specific date helps keep you on track. Example: August 1, 2026*

Priority Scale: *How important is this task? Rate its urgency: High, Medium, or Low. Example: High*

Resources Needed: *Identify all resources you need, including people, tools, and information, to complete this task effectively. Examples: the event planning team, budget details, and a contact list of potential speakers.*

Action Plan: *Clearly outline the specific actions for each key step in your project. Describe what needs to be done, who will do it, how long it might take, and when it should be completed.*

Step Name and Description:

1. **Step Name:** Describe this step and the key tasks involved. (**Example Input:** Step Name: Venue Booking - Identify potential venues, check availability, and secure quotes.)
2. **Who's Responsible:** Name the person or team responsible for this step (**Example Input:** Responsible: Events Coordinator)
3. **Estimated Time:** How much time is expected to complete this step?
4. **Finish By:** What is the deadline for completing this step?

Potential Obstacles: *Anticipate potential obstacles, such as scheduling conflicts, and plan how to address them.*

Budget constraints: *Strategies to Overcome:* Early scheduling, regular budget reviews.

Outcome Evaluation: *Define criteria for evaluating success. For instance, confirm that all event components are in place and gather initial feedback from team members.*
