



Time to Act!

Defining your action



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This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.
Project Number: 2015-1-UK01-KA201-013456

“A goal without a plan is just a wish.”

Antoine de Saint-Exupéry

Let's get ready!

Following the instructions in the Workshop 7 of the [Learning Resources](#) by the end of the activities you should have:

1. Defined the action.
2. Prepared a list of activities and decided what you can actually do (considering costs, time, resources). Then prioritise.
3. Divided tasks and responsibilities within the group.
4. Identified external people who can support your actions (testimonials, experts, NGOs, decision makers). Successful implementation depends on support from people who will have an interest in, or be affected by, your action.
5. Broken activities into separate, smaller and measurable steps. This ensures that all your activities are both realistic and achievable.
6. Made sure that you identify the individual and/or groups responsible for each task.
7. Created a timeline with major milestones (these are key signs of progress).
8. Considered a budget, if applicable.
9. Supervised the progress of the activities.
10. Evaluated the process at the end of the action!

Communication: The action should be communicated both beforehand and afterwards.

Some examples are:

- Article in the school's magazine
- Presentation in the school's assembly
- Facebook event
- FYS-Forums blog/ Your school's website
- Letter/ meeting with the local authority
- Press release

You can refer to “[Communication and promotion](#)” for further ideas and templates.

Evaluation: See “[Evaluate the Forum](#)” step for some guidance.

Follow up: What do you need to do next to ensure your action has maximum impact?

Inspired by *SFYouth* youth toolkit – [Planning actions](#)