

Participant Worksheet

Sharing Insights

Choose any question from the list below and ask your partner to respond. Listen carefully. When they are finished, switch roles and choose a new question. Repeat until time is up or you have each answered all the questions.

What did you learn that you find most difficult to believe?

What is the greatest "a-ha" moment you had during the conference?

It's common to leave NGLA with more questions than answers. What questions do you still need to resolve?

What did you learn that you think I should use in my position?

What lesson do you wish everyone here learned?

What lesson do you want to share with everyone else on campus?

Based on what you learned, how do you plan to lead differently than you have in the past?

How do you think we should transfer what we learned to others?

#OneBigNGLAQuestion

My #OneBigNGLAQuestion:

The answer to my #OneBigNGLAQuestion:

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Our Priorities

Step 1: Review the results of the priorities discussion from before the conference: what are the priorities? What are the questions? Who are our local experts?

My top 2 priorities:

- 1.
- 2.

Our delegation's top 3 priorities:

- 1.
- 2.
- 3.

My priority focus area: _____

Step 2: Give each person up to one minute to share what they learned related to this priority area, and take notes

Step 3: As a group, summarize all the knowledge we are bringing back about this area into 5 bullet points that you can present to everyone else in less 2 minutes

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My Next Steps

The content below is an excerpt from pages 120-125 of the [New Officer Checklist](#) from RISE Partnerships. Follow the steps below to map out your plan of action.

Develop a Project Roster

The next few pages provide you with a multi-step action planning process. It will transform the ideas in your head into a step-by-step task list with dates, details, and assignments for each person involved. The key to getting the most out of this process is to be incredibly detailed and specific. With a little focus, you'll finish with a guide for how the year will play out and a clear picture of how you will get from point A to B.

To start, consider everything you do to be a Project. Whether it is an event, a policy change, a fundraiser or a chapter / council improvement, thinking of it this way will help you stay focused and organized. Projects have end dates, objectives, guidelines and clear steps along the way. Each project follows a common cycle: an idea is created, planned, executed, evaluated, and with any luck, repeated. Use the steps below to work through the planning process.

List your work

- List all the major projects, events and initiatives that you want to implement during your term of office. Your projects should sound like well-defined initiatives with specific objectives. "Build sisterhood" is too vague. "Hold weekly events for members to connect" is more appropriate.

My Project Roster	Notes

Reflect and Take Notes

- What is the purpose and objective of each project?
- What are the major features or highlights of each project?
- What resources will you need to make each project happen?
- How does each project meet the larger goals of your position?

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Break It Down

Any of these major initiatives has the potential to be a little overwhelming when you first sit down to work on it. Where do you start? What needs to take place first? Are you forgetting anything?

Before you jump in and get lost, break each project down into smaller categories. This will focus your attention on major components that need to take place for your project to be a success. This technique will bring to light some items that you would have missed in the planning process.

Pick one of the projects you listed and use it as a sample to work through the following exercises.

Chunk It

- Review the categories listed on the right side of the page.
- Circle each category involved in your project.
- Brainstorm any other categories that aren't listed and write them in the blank spaces.
- Challenge yourself to fill every space.

Do a Walk Through

- Imagine your event, initiative or plan is happening right now.
- Think through everything that is happening, step-by-step and moment-by-moment.
- Add any other planning categories that come to mind to the grid.

budget	personnel	marketing	venue
entertainment	transportation	supplies and materials	food and drink
audience	registration	special guests	emergency plan
funding	schedule	audio/visual needs	other:
other:	other:	other:	other:

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Make a Plan

Now that your project is broken into a number of smaller chunks, it should be much more manageable. Even if it feels a bit overwhelming, you should have a better sense of relief, focus, and direction.

There are still a few more steps in the planning process. The chunks you just identified involve multiple steps, hidden tasks, or more bureaucracy than you might expect. Prevent surprises by break each chunk down into a more detailed list of next actions. Follow these steps to create your to-do list and avoid setbacks, delays, oversights, and other surprises.

Create Your Task List

- Transfer a few of the major chunks from the previous page into the first column below.
- In the second column, write down the first four action steps you need to take. Get extremely specific: Who do you need to call? What paperwork do you need to complete? What information do you have to collect? What are the first steps you need to take immediately?
- Identify the people whom you think could help you with this project and add the names of the appropriate people in the third column.
- Think through the timeline and set deadlines for when each task needs to be complete. Sometimes it helps to work backwards. Give yourself enough time between tasks and be prepared: projects often take a lot more time than you think they will!
- Recreate this grid in a notebook or spreadsheet, and finish planning the rest of your projects.

My Project:			
Chunk	Tasks	Assigned to	Deadline