

Planning Worksheet

This worksheet will help you plan a One Small Step program in your community. Review the questions below to set goals and develop a timeline for your program.

What divides do you see in your community? Who is your target audience for programming?

What do you hope to achieve through this program?

In what existing programs or events could you incorporate One Small Step resources?

How will you take “one small step?” What activity or program do you envision in your community? *(Be brave and be creative! Remember, even small steps plant seeds in your community!)*

What community partnerships (new or ongoing) could you cultivate to support your goals?

Put it all together! Create an initial work plan or proposal for your program:

WORK PLAN

Title of your program:

One-sentence tagline or subtitle:

Brief description of your program that you could use on a flier or calendar event:

TIMELINE

Map out a simple timeline for yourself. Make sure to include enough time to plan and promote your program.

ACTION STEP:	DEADLINE:	ASSIGNED TO:

SUPPLIES & BUDGET

List any supplies you will need for your program and be sure to include associated costs, where applicable.

ITEM:	USE:	COST:
	Total:	