



iDemocracy



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## ACTIVITY 5

# ID. 2.5.4. Personal Action Plan

Module 2. Engagement at the  
organisational level

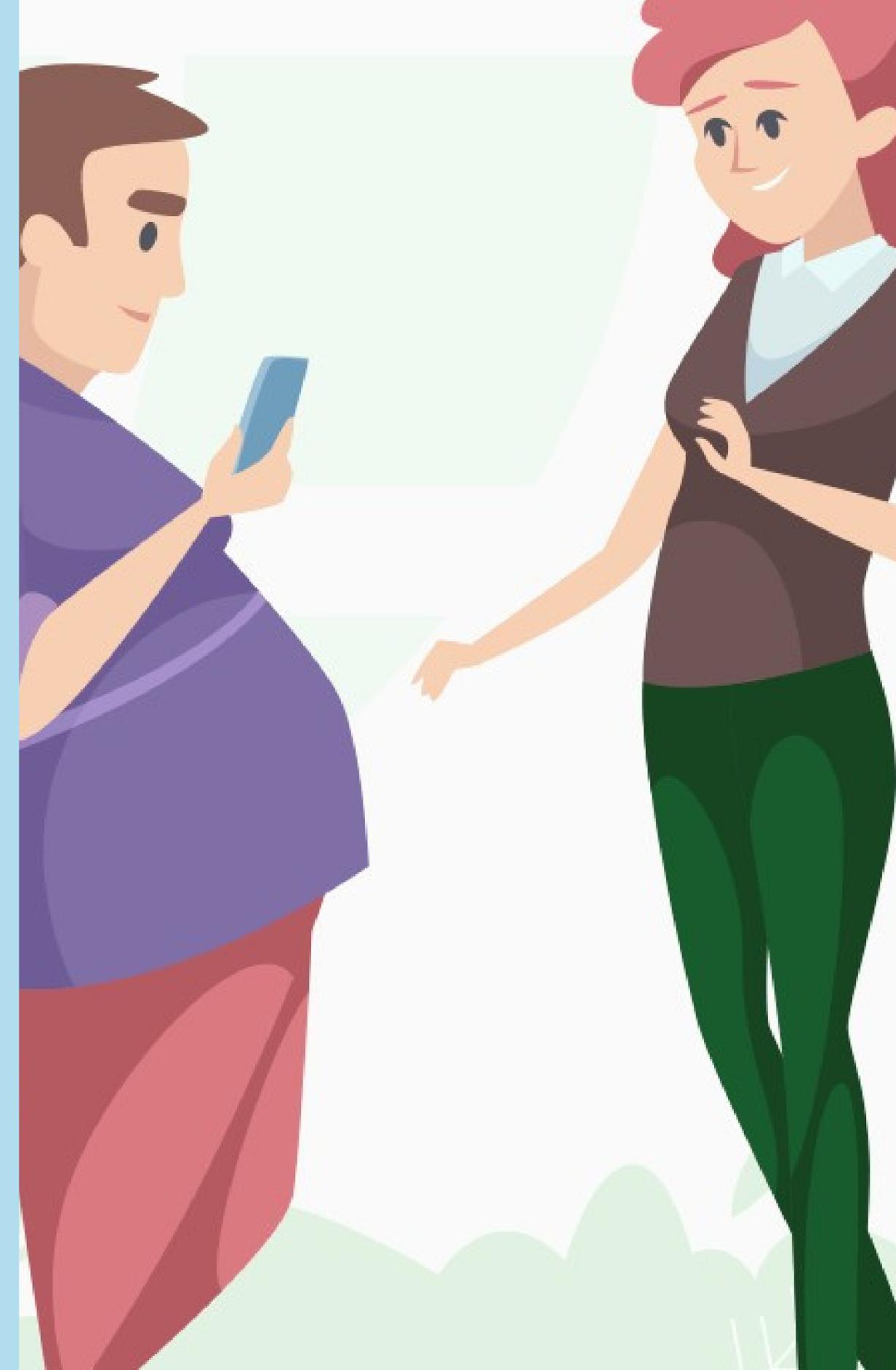
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# Content

**Here you will learn the following points.**

- Step by step of the individual action plan.
- Step by step of the target postcard.



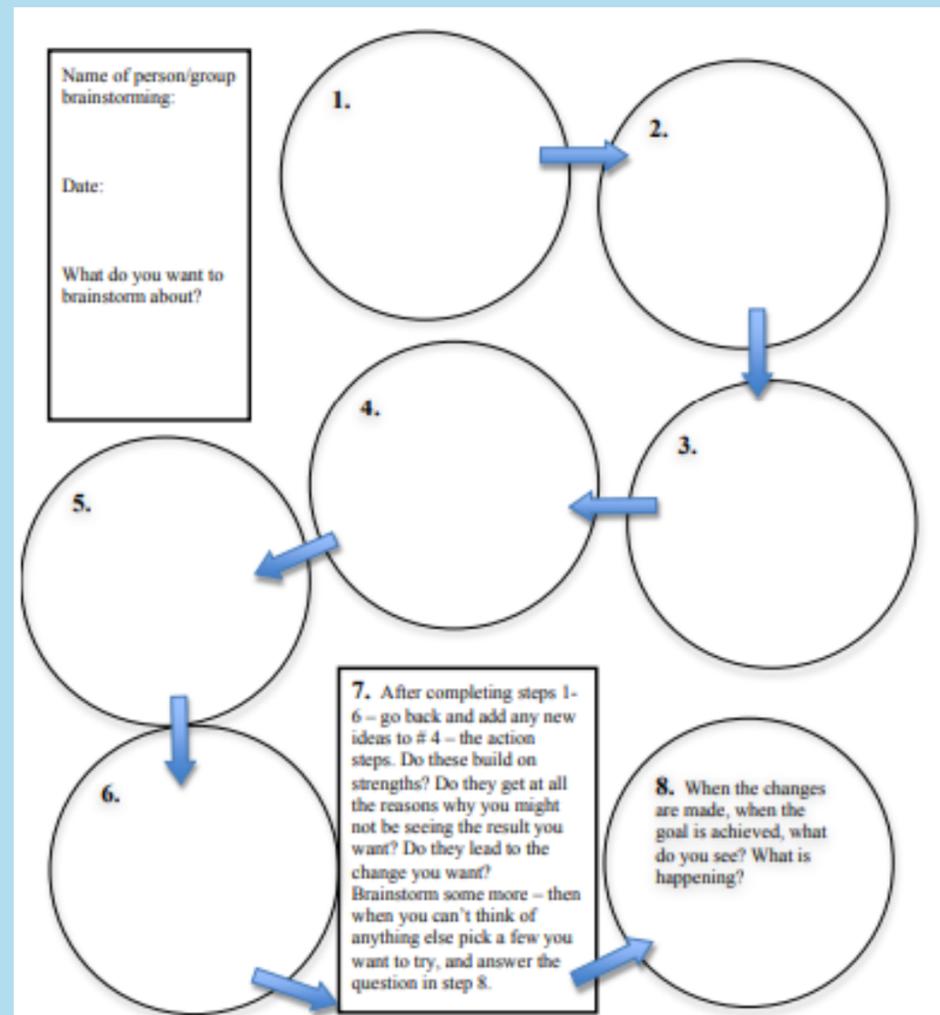
# How change actually happens



1. See
2. Feel
3. Change

To change something in your organisation,  
think about what you see,  
what you feel and  
what you want to change.

# Action planning tool Bubble Sheet



This tool can be used to generate ideas and action plans.

You can use this tool to make an individual or group plan.

You can also use it to support the development of action plans.

This tool is flexible and easy to use.

It can be used by a coach, trainer, external person or just as a reflection tool.

# Step 0. Name the plan

Fill in the first field:

Name of person,  
group brainstorming:

\_\_\_\_\_

Date: \_\_\_\_\_

What do you want to  
brainstorm about?

\_\_\_\_\_

.

Name of person

group brainstorming: \_\_\_\_\_

Date: \_\_\_\_\_

What do you want to brainstorm about?

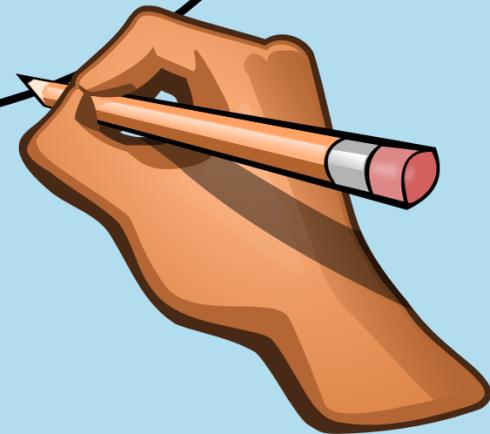
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# Step 1. A Broad Goal

1. What result do you want?

This result will be the broad goal.



Write in the circle the result you want to obtain:

Think of a broad goal.

Start with a broad goal.

It helps to have ideas to achieve it.

Don't think too narrowly from the start, that limits thought.

An example of a broad goal might be how to increase outdoor activity.

# Step 2. The condition you want to change

2. What are the 3  
possible causes  
of what is happening  
now ?



Write in this circle what is happening now.

What are the possible causes  
of the current situation that you want to change?

Write three possible causes.

This information will connect goals  
and actions with reality.

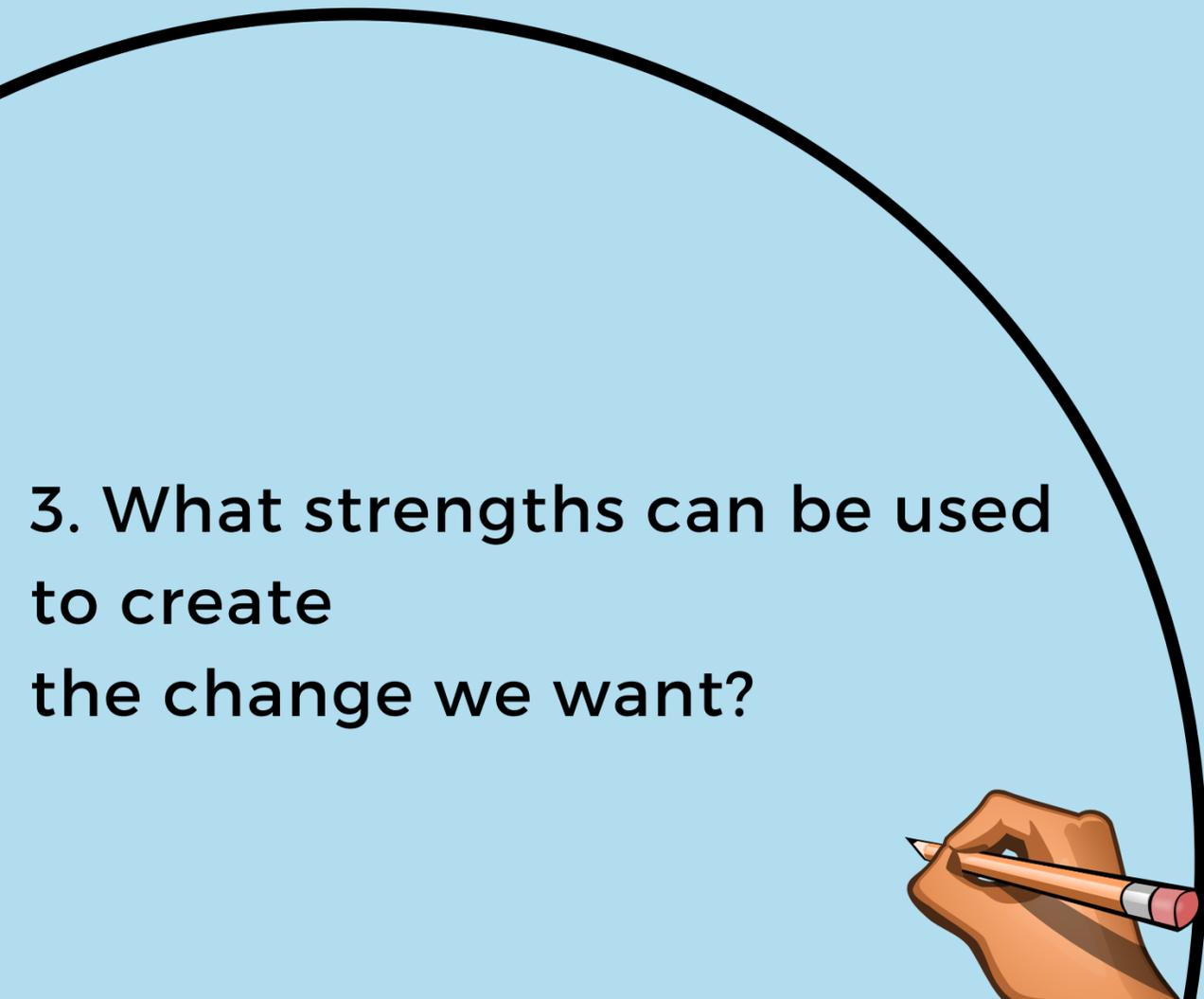
# Step 3. Your personal strengths and the strengths of the organization

Write in this circle the strengths you have to create the change you want:

Write down your assets and strengths. Write down the existing assets and strengths of your organization.

Those strengths that can generate changes and what strengths can redirect you to make a change.

The best option to build a change is to do it on something that already exists.



3. What strengths can be used to create the change we want?

# Step 4. Possible action steps

Write in this circle the steps or strategies to use to create the change you want.

Use another piece of paper and think of 10 ideas.

It's time to put everything on a sheet without making judgments.

4. What steps do we take to achieve the change we want?

Use another paper.



# Step 5. Possible action steps

Write in this circle the challenges in trying new ideas.

He uses another role and thinks about the barriers and adjustments.

5. What challenges do you expect by trying these steps?

Use other paper.



# Step 6. Available support

After thinking about possible barriers, think about the supports you may need.

Think about supports from other people, materials or technical support.

6. What helps you make the changes you want to see?



# Step 7. Review

Review.

When you complete steps 1 to 6  
add new ideas in step number 4.

Check that ideas for action steps are based on strengths.  
Do the ideas lead to the desired change?  
Do the ideas address all the reasons  
why change is not yet happening?  
Do you have more ideas?

When you can't think of anything else  
choose some ideas or action steps  
that you want to try out  
and experiment with the ideas.

7. When you complete  
steps 1 to 6  
add new ideas  
in step number 4.



# Step 8. What is happening when the goal is achieved?

8. When you make the changes and achieve the goal.  
What do you see?  
What happens?

Write what you see when you make the changes and you achieve the goal.

What is happening then?

This information helps craft a more specific goal with Destination Postcard.





# Make the Destination postcard

The destination postcard creates emotion and clarity.

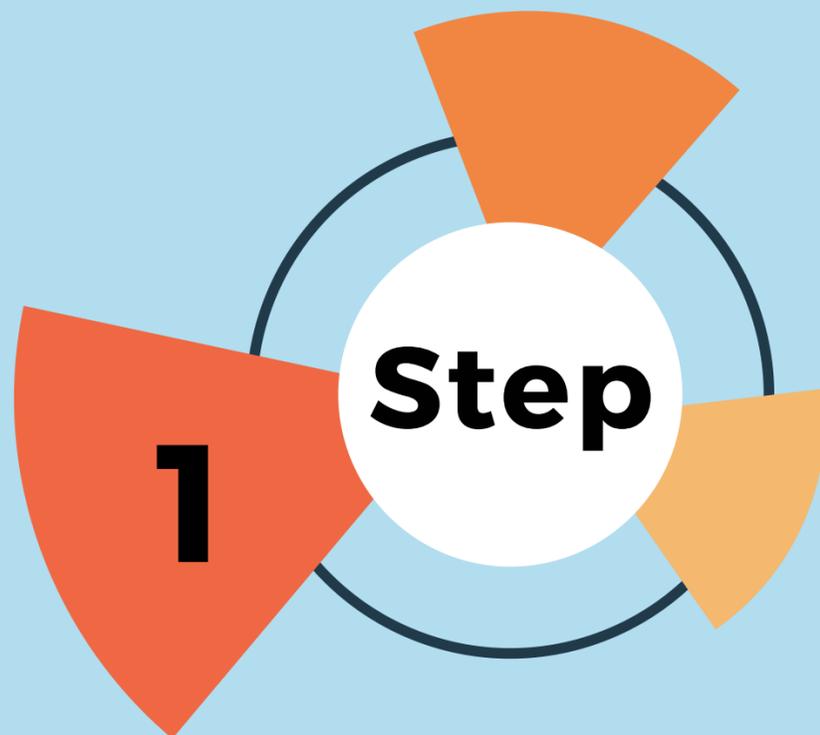
## **Step 1. Visualize your destination.**

Take a minute and close your eyes for a minute.

Imagine that you have achieved the changes and the goal, and you are on an amazing holiday.

Imagine you are on an exotic island or in the mountains, you are on the balcony looking out at the view you have and reflecting on how the year has gone and how fantastic it has been.

Remember all that you have achieved this past year.





# Make the Destination postcard

## Step 2. Write your postcard from the future

You have a blank postcard on the table.  
The postcard has a picture of where you are.

You think about sending the postcard to your best friend.  
You write down the good things that have happened this year  
and what you have achieved.

How would you summarise everything that has happened  
because of the changes made in your organisation?





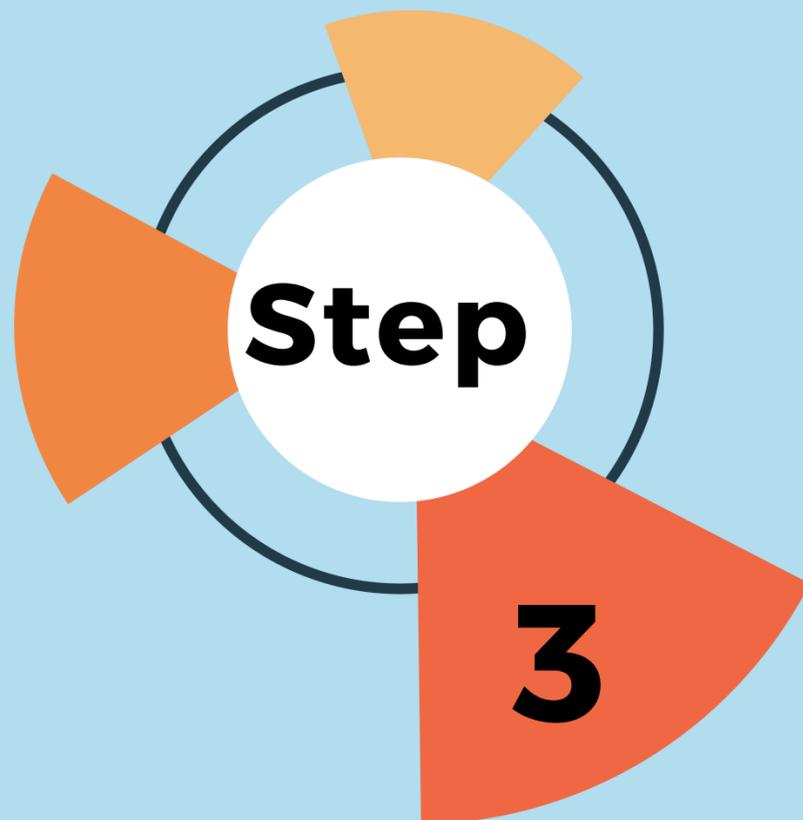
# Make the Destination postcard

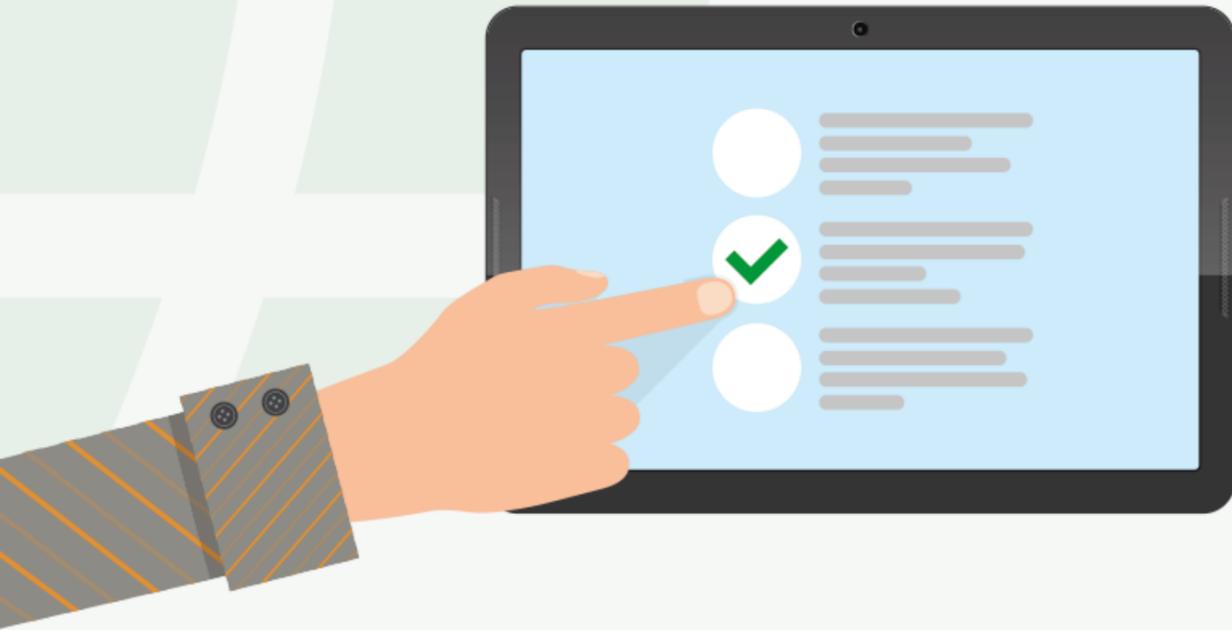
## Step 3. Put yourself in the picture

Remember why that change is important to you and what it has meant to achieve that change.

When you have finished writing the postcard, share it with others.

By sharing your postcard you create a thought, a motivation and strategies to change your organisation.





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united by citizen participation

THANK YOU  
FOR YOUR ATTENTION