TipsForSuccess Planning Worksheet

Consider these planning elements while writing your plan. Jump around from question to question and write answers as you think of them. For example, while working out the three parts of a game (Purposes, Freedoms, Barriers), you might think of a few Optional Plan Steps. Write them down. You might then realize you need some Knowledge, so you write that down.

Keep writing down your answers and ideas until you discover, for yourself, what you need to do. THIS is your correct plan.

Write down the steps to your goal and START!

1. **Goal:** What do you want? What is the final result?

2. **Purposes:** Why do you want it?

3. **Policy:** What rules or guidelines do you need to follow?

4. **Ideal Scene:** If everything goes well, what will happen? What will things be like? What benefits will you get?

5. **Existing Scene:** What are things like right now? What is happening currently?

6. **Greatest Difference Between the Ideal Scene and the Existing Scene:** Of all the differences between these two scenes, which ones are the biggest? Is there one that is bigger than the others? If you handled the biggest one or two, what would happen?

7. **Game Balancing:** What are the purposes, freedoms and barriers of this game?

8. **Strategy:** How can you get it? What is your best overall plan?

9. **Valuable Final Product:** What product or service will you create? What will you end up producing?

10. **Be:** Who should you be to get it? What is the correct hat?

11. **Subproducts:** What are all the smaller steps that will make up the Valuable Final Product?

12. **Knowledge:** What do you need to learn to reach the goal? What knowledge are you missing?

13. **Responsibility:** To reach the goal, what do you need to take responsibility for? What should be under your care?

14. **Control:** What do you need to control to get it? What must you start, change and stop?

15. **Needs and Wants:** What does everyone and everything involved need and want from you? What do you need and want from them?

16. **Optional Plan Steps:** What might work? What are some good ideas? What are all my options? Which options are best of all?

17.   **Plan:** Step 1, Step 2, Step 3, etc.

18.   **Projects:** Create projects for large plan steps.

19.   **Stats**: What numbers measure the actual success or failure of the plan?

20.   **Stats Log:** Track the results each day or week. What is working? What is increasing the statistics? What is not working?