

Department of Fisheries and Aquatic Sciences
Faculty Retreat
September 8, 2006

ACTION PLANNING STEPS
READ THIS BEFORE BEGINNING

You have 1.5 hours for this exercise.

1. **Follow one step at a time; do not move to another one until you finish the each step.**
2. Each small group will receive a master work sheet, Page 1, and blank supplemental pages are available if needed. **Write the Goal and Objectives names at the top of each page.**
3. The purpose of this exercise is: **To delineate the steps needed to properly implement the OBJECTIVE you are working on, putting the steps in chronological order.**
4. Take a few minutes to think individually about the steps you think are needed.
5. **Assign someone to do the note taking on the post it notes and worksheet, write clearly as it will all be transcribed.**
6. **Do the action steps first**, then go back and do the questions on implementation.
7. It is very important that you number each step and the steps be in the proper logical sequence, when you use all the boxes on the first page provided, use the supplemental pages **making sure to number the top of the page and continue the numbering on the items (ex: Page 2 will start with step no. 7) Remember the name of the GOAL AND OBJECTIVE at the top of the page.**
8. Before ending, pick a Reporter who will **summarize** (5-7 minutes only) what the group did when we all get back together.