

# Take ACTION

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## WORKSHEET

Use this worksheet to get your actions out of your head, into a simple workflow tool and start taking action.

You can use this tool to track one or more projects.

### Supplies needed:

- Paper - one piece per project
- Sticky note flags (the little ones that are 1/2 inch by 1 3/4 inches)
- Printed To Do, Doing, Done worksheet
- Printed Take Action Mandala
- Colored pens or sharpies, ideally that match your sticky note flags

### Here's how it works:

Start on a piece of paper and brainstorm all of the tasks you can think of for your project. Just let it fly, stream of consciousness style. If you have more than one project in the works, use a separate piece of paper for each project.

Review your list and get rid of duplicates and determine if these are tasks you are ready to commit to.

Once you are ready to commit, transfer your tasks to the sticky note flags. Use one color of flag per project, if you have more than one.

Using the To Do, Doing, Done worksheet, place them all in the To Do Column. Move the first three you'll Take Action on to the Doing Column. When you complete a task move it to the Done column.

Now grab your Mandala Worksheet and celebrate your action. Use a colored pen that matches your sticky note flag.

# To Do

List of tasks to be completed.

# Doing

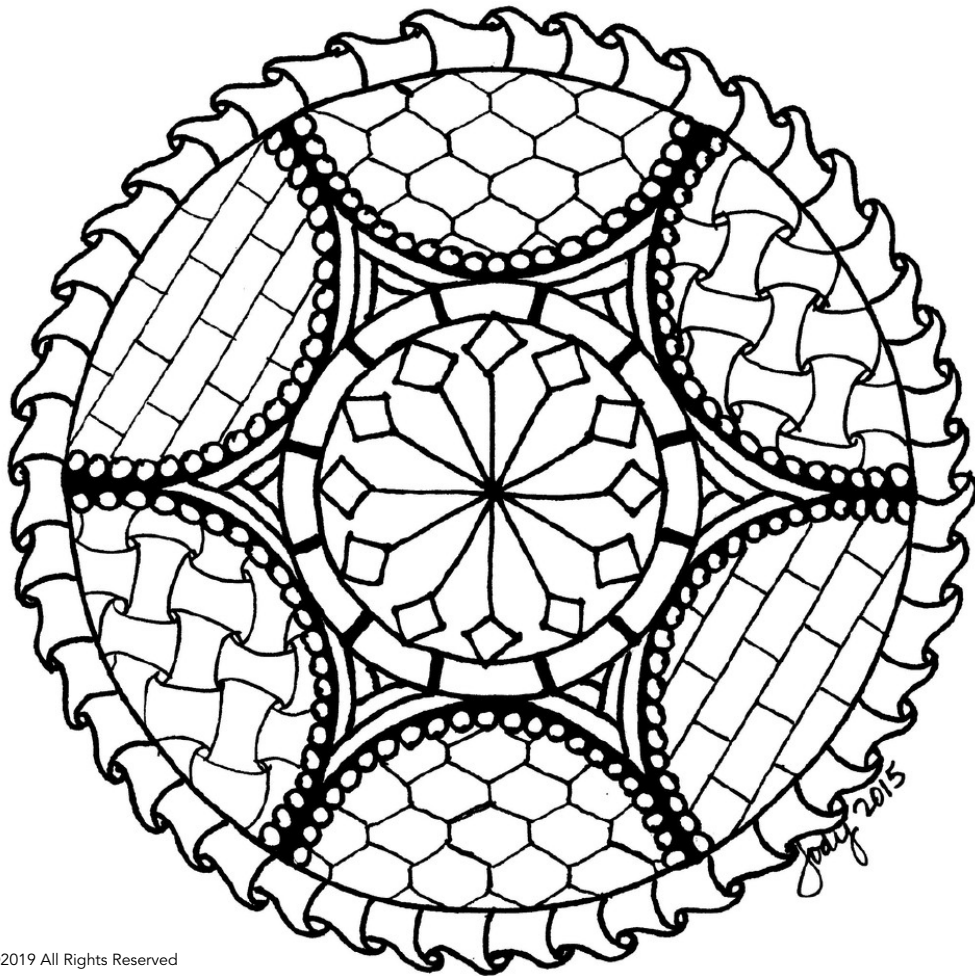
Move in process tasks here.

# Done

Move completed tasks here.

**Take  
ACTION**

#GSD



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## MANDALA

Celebrate every time you take action. Color in a shape when you've completed a task.

Each colored in shape is a step closer to your goal.

## To Do

List of tasks to be completed.

Facebook posts

Confirm menu

Set up precalls

reprint stake signs

Finalize Nike Budget

Update Fusion Budget

Create Values images

## Doing

Move in process tasks here.

Fusion Internal Review

Host TA Meet up

Monitor FB Group

## Done

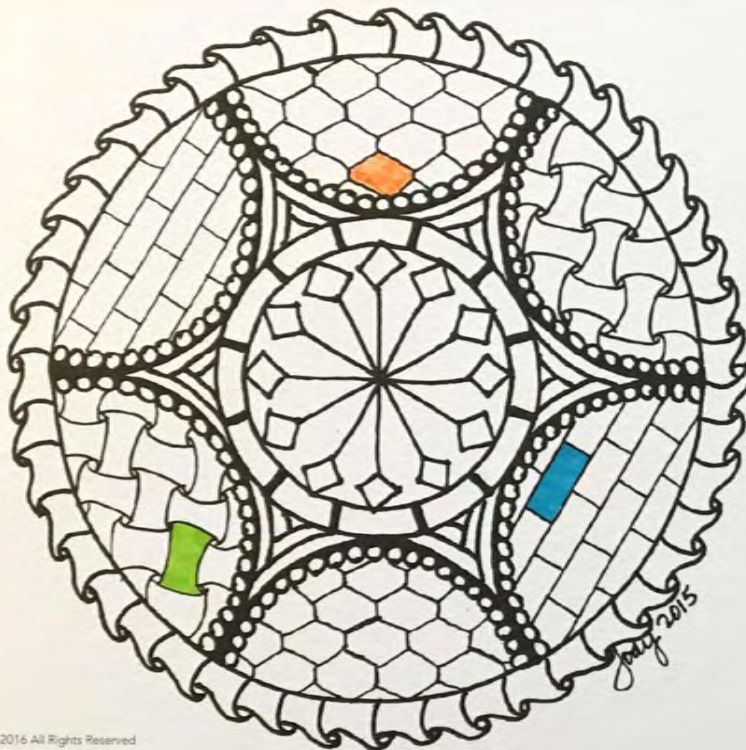
Move completed tasks here.

Pay retreat deposit

Schedule Fusion Review

Prep Nike kick-off

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### MANDALA

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Take Action Retreat

Fusion

Nike