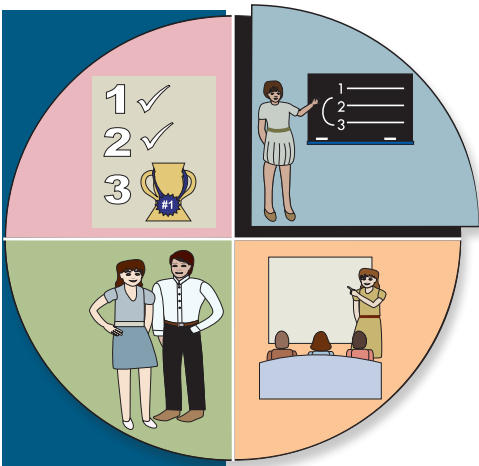
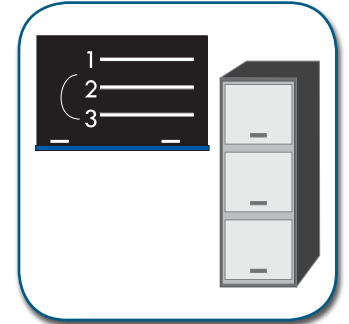


PLANNING & DECISION-MAKING

Organizing & Planning



THINK

Set the Goal

Think about how to be organized.

PLAN

Take the Steps

Create a way to be prepared for your meetings.

DO

Make it Happen

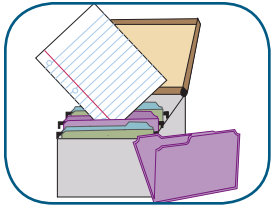
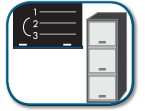
Preview meeting materials, have a professional image, complete assignments and get support if you need it.



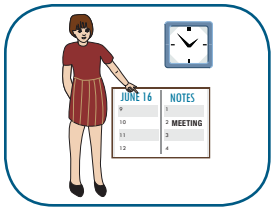
NAME



Debbie's Story



THINK: Debbie likes being responsible and organized. She is an advocacy leader who attends lots of meetings. Debbie wanted to stay organized when she traveled to her many meetings. She wanted to make sure she managed her work and was in control.



PLAN: Debbie and her facilitator talked about how to be prepared. She decided being organized helped her pay attention and be calm. Debbie felt professional at meetings when she was ready ahead of time.

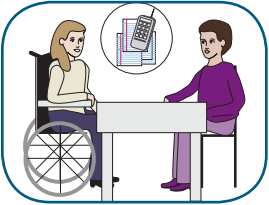


DO: Debbie shopped for file boxes and folders. She filed her important documents. Debbie and her facilitator went over all her meeting materials before her meeting. Debbie was organized and felt ready for her meetings.

Setting the Goal

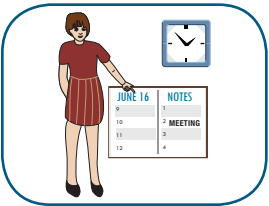


Before meetings:



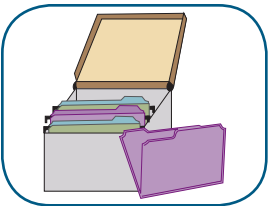
- Meet with my facilitator.
- Review paperwork.
- Arrange transportation.
- Have professional image ready.

During meetings:



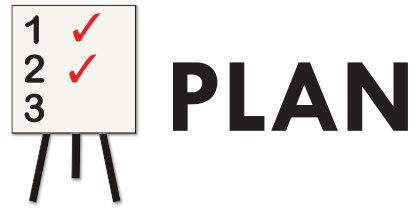
- Follow the agenda.
- Manage personal needs.
- Get support from my facilitator.

After meetings:



- Review important information.
- Complete assignments.
- File my papers.

Taking the Next Steps

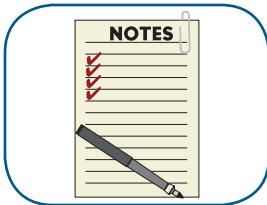


Before:



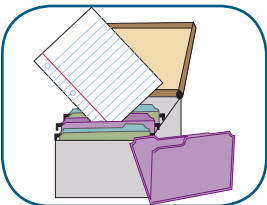
- Meet with facilitator to review meeting materials.
- Arrange transportation.
- Get professional image ready.
- Bring meeting supplies.

During:



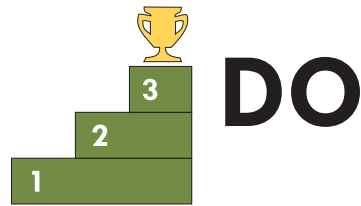
- Follow agenda and take notes.
- Get support from my facilitator.

After:

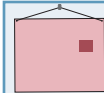


- Review important information.
- Complete assignments.
- File my papers.

Making It Happen

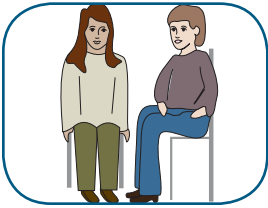


I will start my plan:



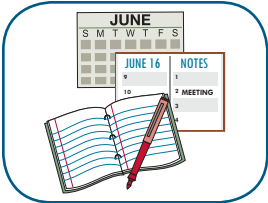
Date

Before meetings:



1. _____
2. _____

During meetings:



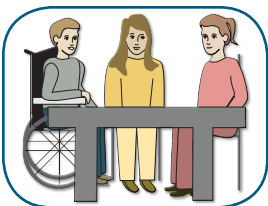
1. _____
2. _____

After meetings:



1. _____
2. _____

I will get support from:



- Friend
- Family
- Support Person

Name: _____