



Action Planning: Tips for Advisors

Action plans provide structure for any group, explaining the who, what, when, where, how and why of the activities they will be implementing. Youth participation in creating action plan gives them ownership of the work they do.

Some helpful reminders when working with youth in your group on action planning include:

- **Be sensitive to the youths' timelines** – Remember that youth have busy lives too, with finals, vacations and other events that will take priority.
- **If your group is part of a larger organization, share information about goals, objectives, workplans, etc.** – Help the young people in your group understand how their work can or should connect to those initiatives. Remember to make things accessible to youth by sharing the larger concepts and goals before sharing details, and watch out for those acronyms!
- **Provide youth training** – Set aside time to provide training on how why and how to create action plans, and to create one together. MYAN can provide lots of action planning training resources and modeling materials, so don't hesitate to contact us for support or check out our resources page at www.myan.org.
- **Be willing to revise the plan** – It is important to adapt to changes in your group, school, community and/or youth needs or concerns. Plans and needs change and action plans also need to be adjustable.
- **Think outside the box** – Expand your thinking about when and how youth projects can connect to broader school, organization or community needs. Brainstorm freely and ask specific questions on what they would do. Give permission for creative thinking!
- **Stay focused on your goals**– Make sure you and the youth revisit the work plan and amend it on a regular basis to help keep the youth on track and committed to the “big picture” goals of your work plan.
- **Have fun and celebrate the accomplishments of your group!** – The friendships and connections created through youth and adult partnerships are part of what make the work so valuable to community building. It can take a long time to reach the ultimate goal, so keep the energy of your group positive and the momentum in full swing by honoring smaller goals met along the way.