WHAT WE NEED TO DO	WHAT WE PLAN	RESULTS - WHAT ACTUALLY HAPPENED?
GOALS: • *What goal(s) do we want to achieve? What will be different after our action than before?* • *What change will we have achieved? Describe the goal concretely so that you can check whether and to what extent you have achieved it.*		
PERSONAL GOALS: • *What goals for ourselves do we want to achieve?* • *What do we want to learn and practice?* *What change in ourselves do we expect?*		
DESCRIPTION OF THE ACTION: • *What do we want to do?* • *Describe the action and the specific activities needed to achieve your goals.*		
TIMELINE: • *When will the action start?* • *What day(s) should what take place? When will everything be completed?*		

WHAT WE NEED TO DO	WHAT WE PLAN	RESULTS - WHAT ACTUALLY HAPPENED?
RESPONSIBILITIES • *Who is responsible for what activities? Is there one person who is in charge overall?* • *Does everyone have a role that matches his or her own skills and interests?*		
RESOURCES: • *What resources do we need to achieve the activities and achieve the goal?* • *List exactly the resources you need(technology, physical spaces, extra materials, money).*		
SUPPORT: • *Which partners, sponsors and other people can help and support us?*		
ADVERTISING: • *How can we advertise our action and communicate about it in advance?* • *Which tools (social media, posters, flyers etc.) do we need to make the action visible?*		
COMMUNICATING RESULTS: • *How will we communicate the results of the action with others?* • *Appoint someone to take photos during the action – other options are live streaming on social media or asking a journalist to report on the action.*		