

Better Stories/Making Things Happen: A Process Approach to Planning

A workshop with Chip Scanlan, The Poynter Institute

"A vision without a task is but a dream.
A task without a vision is drudgery.
A vision with a task is the hope of the world."
-- From a church in Sussex, England, 1730

"The mistake that most people make when they are writing on deadline is that they can dispense with planning."
-- Rick Zahler, *The Seattle Times*

David Allen's Natural Planning Model *

STEP 1. Identify Purpose and Principles:

WHY ARE WE DOING THIS?

STEP 2. Envision Outcome:

WHAT WOULD IT LOOK LIKE IF WE WERE WILDLY SUCCESSFUL?

STEP 3. Brainstorm Action Steps:

HOW WOULD WE ACCOMPLISH IT?

STEP 4. Organize Action Steps:

WHEN DO WE DO THESE THINGS?

STEP 5. Identify Next Action:

WHERE DO WE START?

* Source: *Getting Things Done: The Art of Stress-Free Productivity* by David Allen
<http://www.davidco.com>

NATURAL PLANNING WORKSHEET

Project: Any objective that requires more than one action step to bring to successful completion.

Describe your project in a declarative sentence. Examples: My series on the global journey of a French fry wins the Pulitzer Prize; My car has new snow tires; I start my dream job next year.

My project is:

STEP 1. Identify Purpose and Principles:

WHY ARE WE DOING THIS?

STEP 2. Envision Outcome:

WHAT WOULD IT LOOK LIKE IF WE WERE WILDLY SUCCESSFUL?

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STEP 3. Brainstorm Action Steps:

HOW WOULD WE ACCOMPLISH IT?

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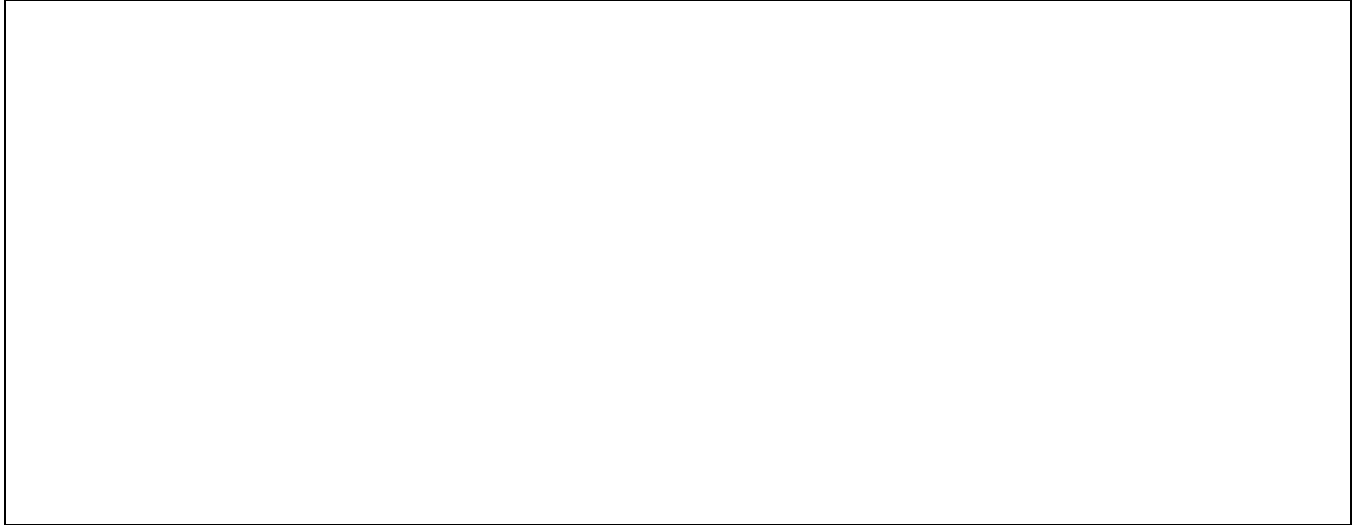
STEP 4. Organize Action Steps:

WHEN DO WE DO THESE THINGS?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

STEP 5. Identify Next Action:

WHERE DO WE START?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question 'WHERE DO WE START?'. The box is centered horizontally and occupies a significant portion of the page's width.