



Idea to Action

Ideas are nothing without action right?

Here comes to the project planning session which turns your ideas into something more explicit! Having a rigorous project plan is one of the crucial steps to develop an excellent project. To make sure your project is on the right track and able to meet the time limit, you need to organize your tasks and monitor the progress of your project time by time. By having a great project plan, the project risk could be mitigated.

5 Steps To Go From Idea to Action

1. Capture your ideas

Setup a system to write down your ideas – you can filter them later. If pen & paper works best for you, use a journal or a yellow pad of paper. You can also use your mobile device or computer with a note-taking program.

The secret is to capture your ideas the same way (or at least add them to the master list regularly). If you wake up in the middle of the night, grabbing a notepad might be fastest, but if it's not put with your other ideas in the morning you still might lose it.

2. Prioritize your projects

Set aside time on a regular basis to review & prioritize. You should evaluate your desired results (business plan, passion & lifestyle). You can't do everything at one time, so the best way to actually finish as many as possible is to focus on 1-2 at a time.

Putting a great idea on hold does not mean that it's not important! In fact, if you do actually want to do it, you need to make sure you have the time, money & energy to devote to it. I currently have a project that I would love to do right now, but know it's not top priority. I'm excited about it, so it's hard to wait, but I want it to be successful so I'm waiting to have the resources to complete it.

3. Talk it out

One of the fastest ways to make progress on an idea is to talk it out. Run your idea by your business coach, mastermind group, trusted advisor, spouse/partner or someone else you trust. They can help you take notes, find the golden nuggets, hold you accountable, prioritize and help you determine if it's a shiny object or golden nugget. You can also record your idea on video or



audio and listen to and take notes. Talking about your idea helps you process points that might get overlooked by just writing about it.

4. Write your action steps down

Failing to plan is planning to fail. Pick the 1-2 best ideas and create S.M.A.R.T. goals – specific, measurable, action-oriented, realistic & time-bound. It's easy to say you are working on “a big project” but it will never get done unless you switch to a small task that is part of the larger project. Track your tasks with a tool to make it easy to get organized.

5. Schedule time for it

There's no way around it... if you don't make time for it, it simply won't get done. Put time on your calendar for your action steps to get done.

Hopefully after going through the ideation process for what sort of events/workshops you think would be suitable to organize for your campus, you're now ready to put these ideas into action. Here, we want you to convert these ideas into action by creating an 'Action Plan' **outlining** the steps you need to go through in bringing these ideas to life.

This might include (but certainly not limited to!):

- Establishing partnerships or collaborating with academic clubs already on campus
- Doing research into activities already going on around campus so as to add value rather than repeating activities already happening
- Building a team with your friends to help support the development of your ideas to bring them to life on your campus



The image shows a YouTube video player interface. The video title is "How to Start a Community Project in 10 Steps". The video has 46,249 views and was uploaded on October 31, 2017. The player shows a progress bar at 0:03 / 3:46. The video content area displays a staircase graphic with the text "How to start a Community Project in 10 steps" overlaid. The player controls include play, pause, volume, and full screen buttons.

How to Start a Community Project in 10 Steps

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Reference

- <https://www.virtuallinda.com/productivity/5-steps-to-go-from-idea-to-action/>