

TRAFLES PLANNING PROCESS

TRAFLES Name:

Due Date:

TRAFLES OVERVIEW

IDENTIFY NEEDS

- Brainstorm Ideas
- Evaluate Ideas
- Narrow to the one workable idea

SE YOUR GOAL

- Develop a clear mental picture
- Write it down
- Evaluate it

FORM A PLAN

- Plan it out
- Decide who, what, when, and how

ACT

- Carry out the project

FOLLOW UP

- Evaluate the project
- Thank people involved
- Recognize participants