

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