

Module 3: Initiative and Entrepreneurship

3.2 Turning Ideas into Action

Task Prioritisation – Worksheet

Turning ideas into action requires effective task prioritisation. By prioritising your tasks, you can ensure that you focus on what's most important, use your time efficiently, and make steady progress toward your goals. This worksheet will guide you through the process of prioritising tasks to transform your ideas into actionable steps.

Steps for Effective Task Prioritisation

1. Brainstorm and List Tasks

- Start by brainstorming all the tasks needed to turn your idea into reality. Write down every task, big or small, to get a comprehensive view of what needs to be done,

2. Categorise Tasks

- Group your tasks into categories such as urgent, important and non-essential. This helps to quickly identify which tasks require immediate attention and which can be scheduled for later.

3. Prioritise by Importance and Urgency

- Urgent and Important: Tasks that need to be done immediately.
- Important but Not Urgent: Tasks that are important but can be scheduled for later.
- Urgent but Not Important: Tasks that need to be done soon but are not crucial.
- Not Urgent and Not Important: Tasks that can be done if there is extra time or can be delegated

4. Estimate Time and Resources

- For each task, estimate the time required to complete it and the resources needed. This helps in planning your schedule and ensuring you have what you need to accomplish each task.

5. Create a Task Timeline

- Develop a timeline that outlines when each task will be started and completed. This timeline should be realistic and account for any dependencies between tasks.

6. Develop an Action Plan

- Create an action plan that details the steps you will take to complete each task. Assign deadlines and responsible persons for each task to ensure accountability and progress.

Prioritising Tasks to Turn Your Ideas into Action

Now it's your turn to prioritise tasks for your project or goal. Use the template provided to list your tasks, categorise them, prioritise by importance and urgency, estimate time and resources, and create a timeline and action plan.

Project Idea/Goal:

List of Tasks:

Categorised Tasks:

Urgent and Important: _____

Important but not Urgent: _____

Urgent but Not Important: _____

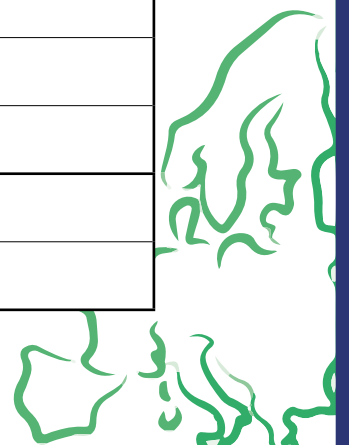
Not Urgent and Not Important: _____

Prioritised Tasks:

1. _____
2. _____
3. _____
4. _____
5. _____

Estimated Time and Resources for Each Task:

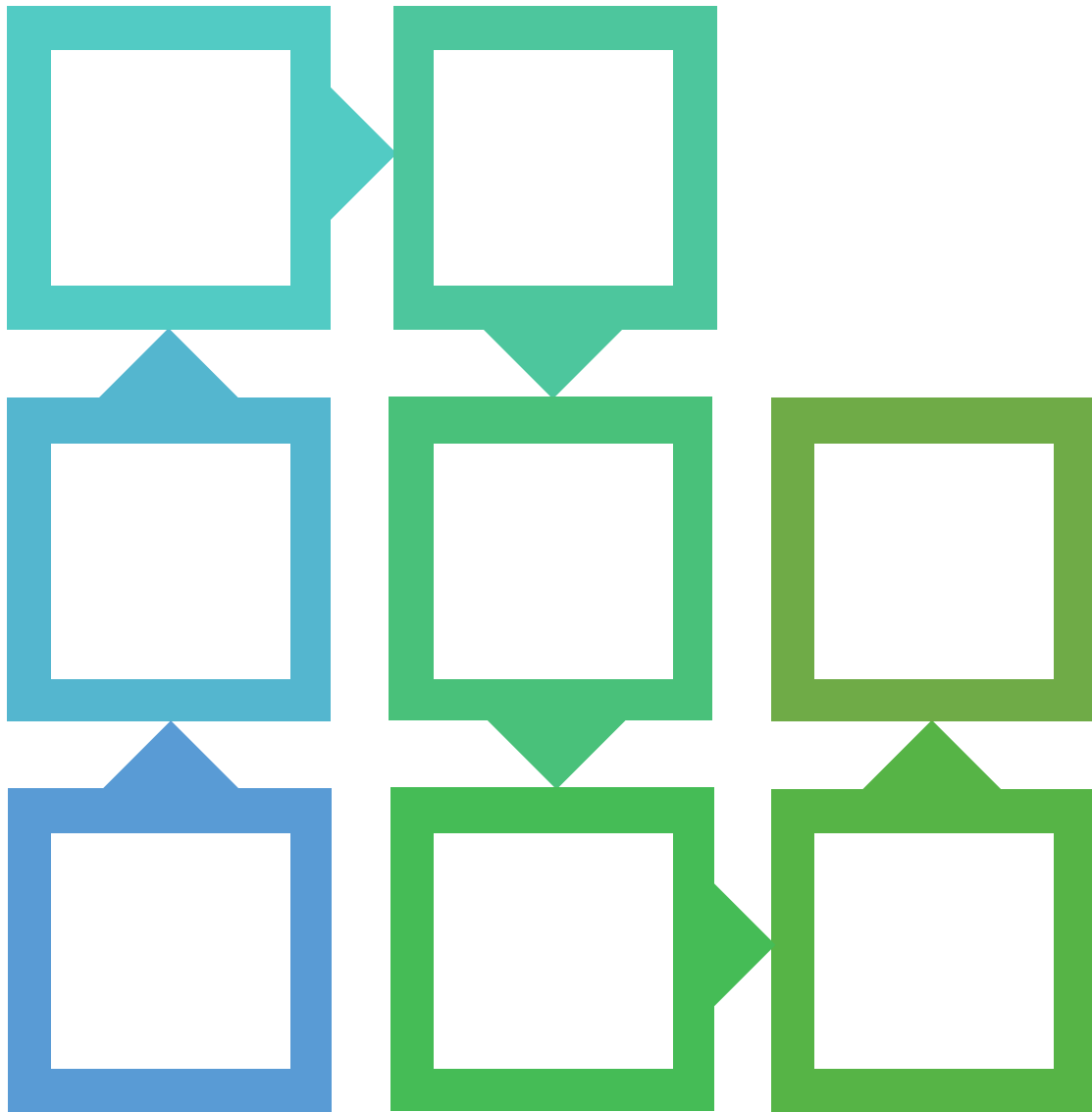
Task	Time	Resources
1.		
2.		
3.		
4.		
5.		



Timeline:

1. _____
2. _____
3. _____
4. _____
5. _____

Action Plan:



By following these steps and using this template, you can effectively prioritise tasks and create a clear plan of action to bring your ideas to life. Take your time to thoughtfully fill out the template and set yourself up for successful execution.



Example of a Completed Task Prioritisation

Project Idea/Goal: Develop a new mobile app.

List of Tasks:

1. Market research
2. Design app interface
3. Develop app features
4. Test app functionality
5. Launch marketing campaign
6. Collect user feedback

Categorised Tasks:

Urgent and Important: Market research, Develop app features

Important but not Urgent: Design app interface, Test app functionality

Urgent but Not Important: Launch marketing campaign

Not Urgent and Not Important: Collect user feedback

Prioritised Tasks:

1. Market research
2. Develop app features
3. Design app interface
4. Test app functionality
5. Launch marketing campaign
6. Collect user feedback

Estimated Time and Resources for Each Task:

Task	Time	Resources
1. Market Research	2 weeks	Team of 2, Access to Market Research Tools (Eg; Surveys, Analytics Software, etc.)
2. Develop App Features	4 weeks	Team of 5, Development Software, Server Space for Testing
3. Design App Interface	4 weeks	Team of 3, Design Tools, User Feedback for Prototypes

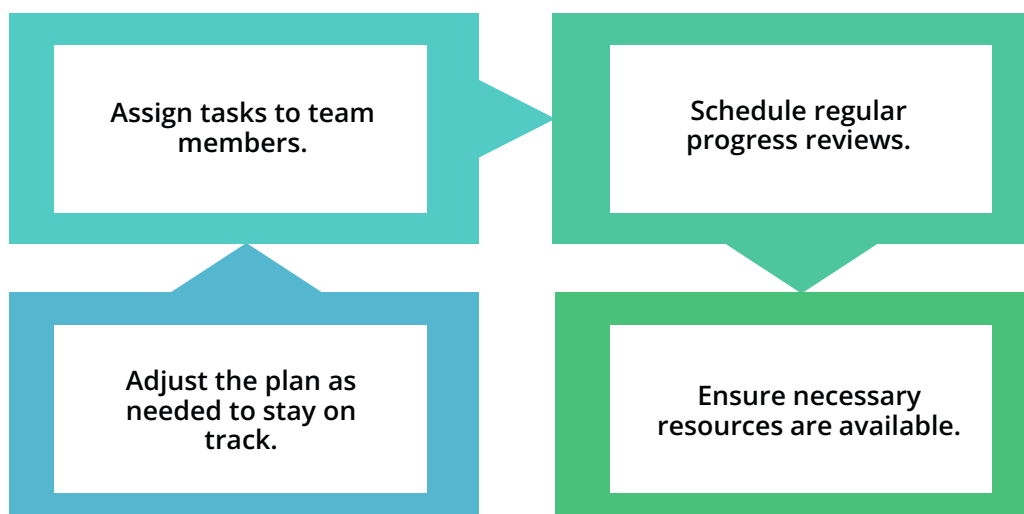


4. Test App Functionality	2 weeks	Team of 4, Testing Software, Bug Tracking Software
5. Launch Marketing Campaign	1 week	Team of 2, Marketing Materials, Access to Social Media Platforms, Email Marketing Software
6. Collect User Feedback	Ongoing	Team of 2, Feedback Tools, Customer Support Channels, Data Analysis Software

Timeline:

1. Market research: June 1 - June 14
2. Develop app features: June 15 - July 12
3. Design app interface: June 15 - July 5
4. Test app functionality: July 13 - July 26
5. Launch marketing campaign: July 27 - August 2
6. Collect user feedback: Ongoing from August 3

Action Plan:



Once you have developed the task prioritisation of your idea in action, the next step is to prioritise your tasks into a weekly schedule. Use the following template to make sure that you stay on track with your project goals.





PROJECT TASK PLANNER

MONDAY

- _____
- _____
- _____
- _____
- _____

WEDNESDAY

- _____
- _____
- _____
- _____
- _____

FRIDAY

- _____
- _____
- _____
- _____
- _____

SUNDAY

- _____
- _____
- _____
- _____
- _____

TUESDAY

- _____
- _____
- _____
- _____
- _____

THURSDAY

- _____
- _____
- _____
- _____
- _____

SATURDAY

- _____
- _____
- _____
- _____
- _____

NOTES

- _____
- _____
- _____
- _____
- _____



Goal Setting – Worksheet

Setting goals is a crucial part of achieving success in any area of life. Goals give us direction, motivation, and a clear path to follow. However, not all goals are created equal. To maximise the effectiveness of your goal setting, it's essential to create SMART goals. This can help you in your plan to develop a project timeline and action plan.

What are SMART goals?

SMART is an acronym that stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Each element of a SMART goal helps to create a clear and attainable path to success. Let's break down each component:



COMPONENT	EXAMPLE
<p>S – SPECIFIC</p> <p>Your goal should be clear and specific. Answer the who, what, where, when, and why. A specific goal has a much greater chance of being accomplished than a generic one.”</p>	<p>“I want to improve my physical fitness by running three times a week for 30 minutes.”</p>
<p>M – MEASURABLE</p> <p>It’s important to have criteria for measuring progress. This helps you stay on track and motivated.</p>	<p>“I will track my running progress by keeping a log of the distances and times for each run.”</p>
<p>A – ATTAINABLE</p> <p>Your goal should be realistic and attainable. It should stretch your abilities but remain possible.</p>	<p>“I will gradually increase my running time by 5 minutes each week until I can run for 30 minutes.”</p>
<p>R – RELEVANT</p> <p>Make sure your goal matters to you and aligns with other relevant goals. A relevant goal can answer “yes” to these questions: Does this seem worthwhile? Is this the right time? Does this match my other efforts/ needs?</p>	<p>“Improving my physical fitness will help me have more energy and improve my overall health.”</p>
<p>T – TIME-BOUND</p> <p>Every goal needs a target date, so you have a deadline to focus on and something to work toward. This part of the SMART goal criteria helps to prevent everyday tasks from taking priority over your longer-term goals.</p>	<p>“I will achieve my goal of running for 30 minutes three times a week within the next three months.”</p>



By setting SMART goals, you increase your chances of achieving them and experiencing success. Take your time to thoughtfully fill out the template and set yourself on a clear path to reaching your goals:



Make your goals...

SMART

S Specific →

M Measurable →

A Attainable →

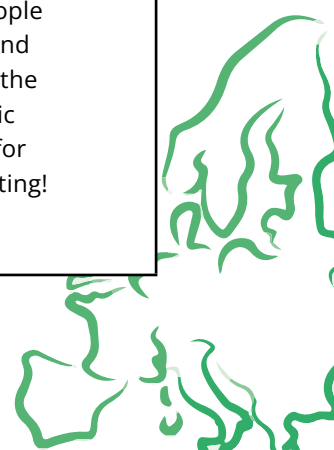
R Relevant →

T Timely →



Case Study N°1

Case Study Title	Precious Plastic Dublin Initiative		
Duration of Activity (In minutes)	30	Learning Outcome	Identifying opportunities in the community. Exploring examples of successful resource identification, allocation, and project management.
Aim of activity	The aim of this activity is for young people to examine a case study of a real-world example of a youth initiative for reducing plastic waste and pollution. Young people should reflect on this case study and consider how similar projects could be implemented in their own communities.		
	<p>Introduction: For this case study you will explore a collaborative project between Precious Plastic Dublin, Ballymun Youthreach, and Unblackboxed.</p> <p>Precious Plastic Dublin is a volunteer collective that is a part of the larger global Precious Plastic movement. This group's objective is to reduce plastic waste primarily through recycling and transforming waste into various new items. This is achieved partly by engaging local communities and teaching them how they can do this themselves.</p> <p>Project Description: Their project with Ballymun Youthreach and Unblackboxed involves developing a 3D printing course for young people. This course will teach young people 3D printing skills, including how to build, design, and adapt 3D printers. The course also has a focus on the environmental issues arising from excessive plastic production and young people will learn methods for recycling plastic that can then be used for 3D printing!</p>		
Case Study			



Case Study

Case Study Instructions:

- Read more about this initiative and watch the related video here: <https://www.preciousplasticdublin.org/new-home-in-ballymun/>
- Visit the websites for [Precious Plastic](#) & [Precious Plastic Dublin](#) to learn more about these organisations and the work they do. It is worthwhile to look at the '[how does it work](#)' page and the '[how to](#)' page in particular!
- Write a short assessment of what you think of this initiative – including what you think the benefits and disadvantages are and if you think this project is a good idea and has been executed well. Consider if a similar project would work in your own community and what opportunities it might bring. Finally, answer the questions about the project below.

Key Take-Aways

This initiative shows how small groups and communities can work together to make a significant impact. It also highlights the possibilities of innovative approaches to education.

Reflection

- Question 1: How does Precious Plastic Dublin recycle plastic? Briefly describe the steps involved and the equipment they use.
- Question 2: What do you think the disadvantages are of 3D printing?
- Question 3: After learning about this initiative, how do you feel about the problem of plastic waste and pollution?
- Question 4: How do you think this project impacts the local community?
- Question 5: How could you encourage your friends and family to reduce their use of plastic?



Case Study

Case Study Instructions:

Read more about this initiative here: <https://www.youngsocialinnovators.ie/stories/brand-new-2-u//>

- Visit the websites for [Vision Ireland](#) to learn more about this organisations and the work it does. It is worthwhile to look at the '[About Us](#)' page and the '[Our Mission & Values](#)' pages in particular!
- Write a short assessment of what you think of this initiative – including what you think the benefits and disadvantages are and if you think this project is a good idea and has been executed well. Consider if a similar project would work in your own community and what opportunities it might bring. Finally, answer the questions about the project below.

Key Take-Aways

This initiative shows how small groups and communities can work together to make a significant impact. It also highlights the possibilities of innovative approaches to education.

Reflection

- Question 1: What sort of activities did the proposed #BrandNew2You week involve?
- Question 2: What sort of resources did the project team send to schools and to teachers?
- Question 3: What sort of negative impacts can fast fashion generate?
- Question 4: How do you think this project impacts the local community?
- Question 5: How could you encourage your friends and family to adopt ethical consumer habits?

