



PLA N NING



Planning is
a
21st century skill

Activity

What's your Task



What is planning

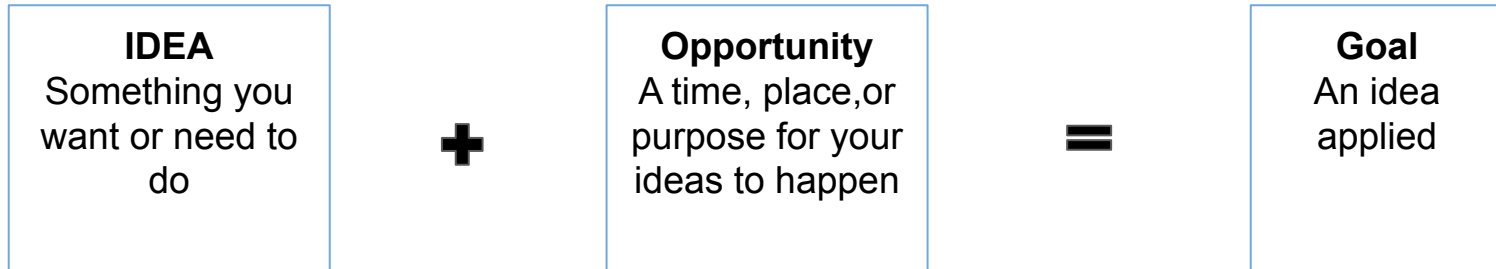
Planning is the process of thinking about the activities required to achieve a **desired goal**.

Help students gain the ability to **create and execute a plan**. Teach them how to set a goal, list tasks to achieve the goal, assign time to complete each task, and gather teams and tools to help.



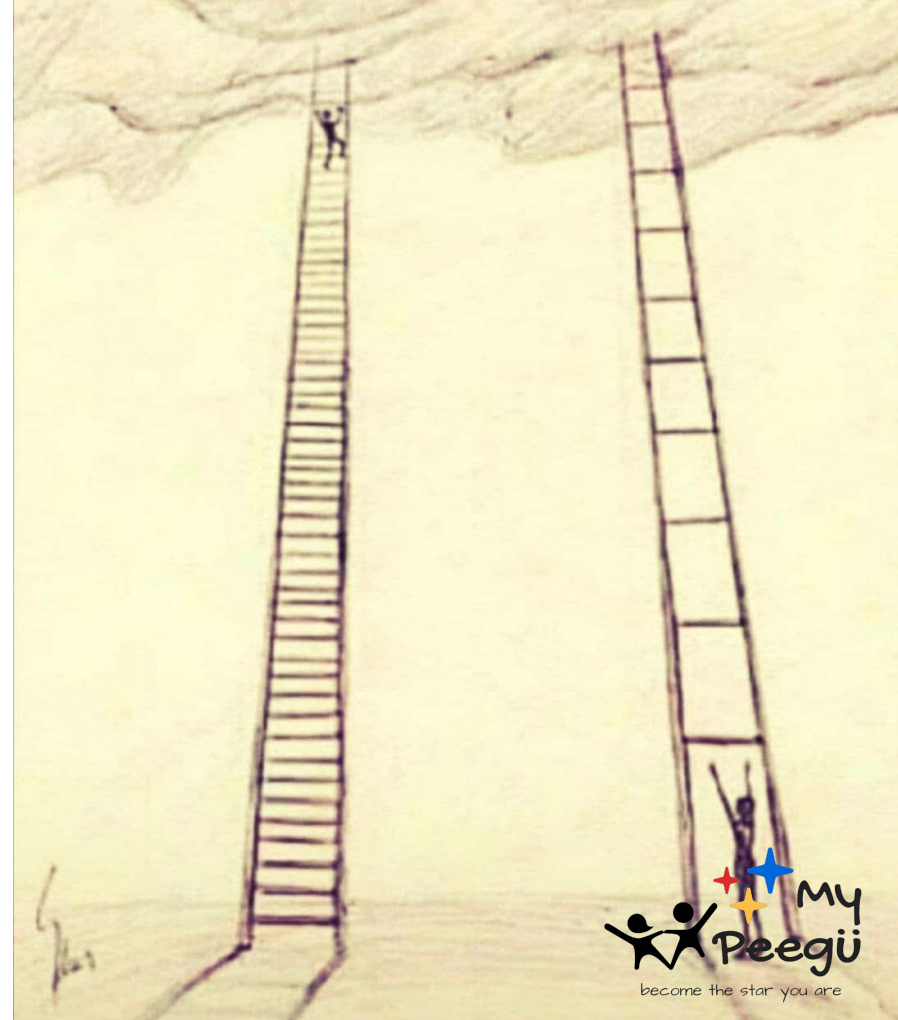
A Good plan starts with a good goal

Setting Goals



What is planning

Small Steps towards the Goal



Acids and Bases

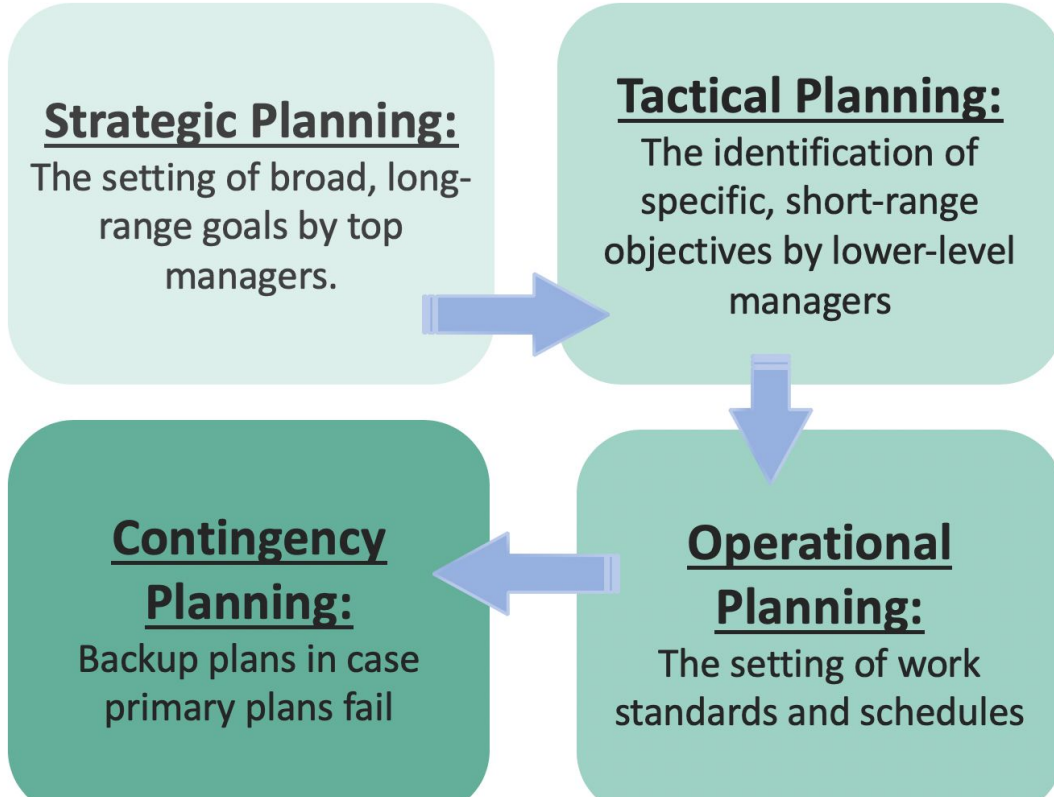
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T	R	A	D	R	A	Z	A	H	I	T	I	N	E

Three steps of planning

- Choosing a destination
- Evaluating alternative routes
- Deciding the specific course of the plan



Types of planning



Ask these questions



Characteristics of planning



Importance of planning

- It helps managers to improve future performance, by establishing objectives and selecting a course of action, for the benefit of the organisation.
- It minimises risk and uncertainty, by looking ahead into the future.
- It facilitates the coordination of activities. Thus, reduces overlapping among activities and eliminates unproductive work.
- It states in advance, what should be done in future, so it provides direction for action.
- It uncovers and identifies future opportunities and threats.
- It sets out standards for controlling. It compares actual performance with the standard performance and efforts are made to correct the same.

Steps in planning

Analysing Opportunities

Setting Objectives

Developing Premises

Identifying Alternatives

Evaluating Alternatives

Selecting an Alternative

Implementing action plan

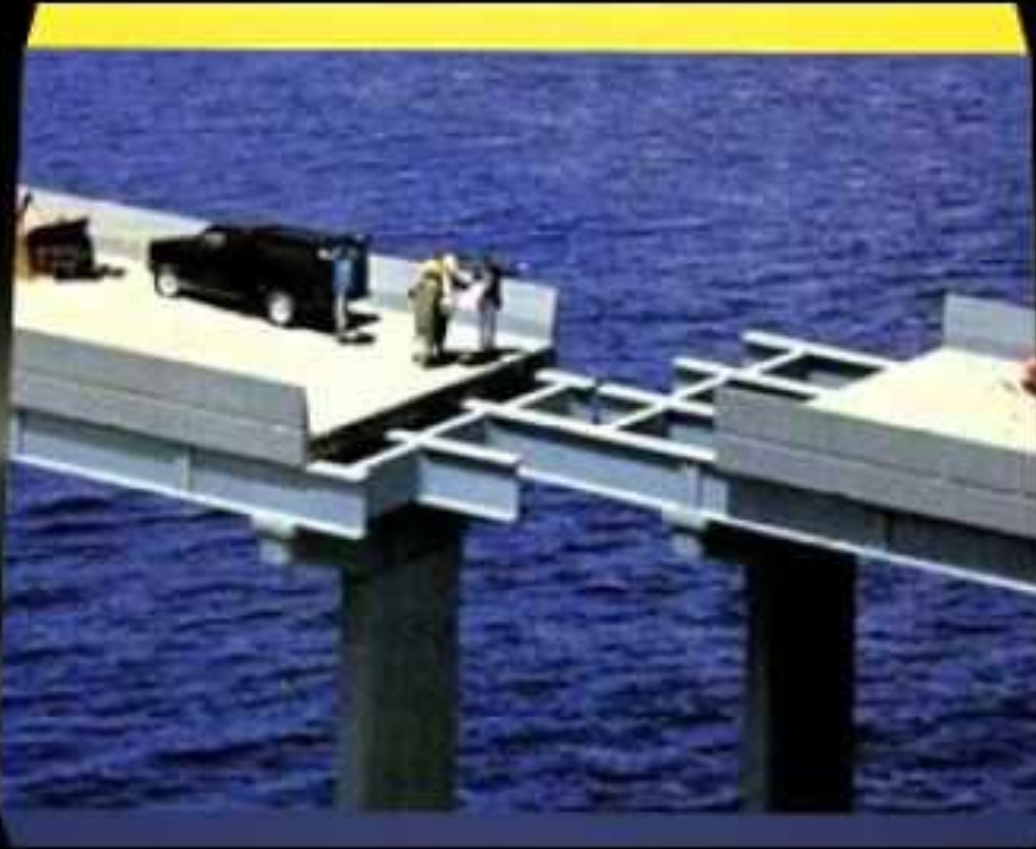
Reviewing

Why do we need to Plan?

Allows us to prioritize

Make better decisions

Helps Achieve goal



Must haves for planning

Making to-do lists to help us plan and prioritize. Once you have everything written down, then rank tasks in order of importance.

Make a list of assignments with due dates. Highlight the things that must be done first.

Create a calendar and schedule.

Create a daily task list. Check off items as they are completed.

Try easy projects. If something seems too “big”, break it down into smaller steps.



Process of planning



THE 6 HABITS OF
HIGHLY
ORGANIZED
PEOPLE

