

Section 3: LOOKING AHEAD – Tips and Suggestions

Tools to help you determine which projects to take on and when

The “Looking Ahead” section of the toolkit contains four tools, each with specific instructions and a worksheet to help you record your group discussion.

- A. Status Report
- B. Project Scorecard
- C. Timeline
- D. Action Plan

Reasons to use the Looking Ahead tools:

- You are a new group or an experienced group looking for projects to take on.
- You have been working on the same projects for a while and want to know if they are the best use of your time.
- You have limited time and resources and you want to identify projects that will maximize your potential for impact.
- You want to be more effective by focusing on only a project or two at a time, and you are looking for a method for choosing one project over another.
- You want to have a record of why your group chose one project over another.
- You want to develop a prioritized list of projects you can take on over time.

Adapting the Looking Ahead tools:

The Looking Ahead tools and exercises are designed to be used in sequence, but also lend themselves well to groups who would rather pick and choose. Many of the templates included in this section (e.g. the Project Scorecard or the Energy Project Action Plan) can be used at almost any time by any local energy group. We hope you will use and revisit these tools often. You are also welcome to adapt any of what you find in this section to better meet the needs of your group.