

# Timeline Introduction

## Objectives:

- Assign a timeline to each project on your short list of potential projects.
- Prioritize the projects you're ready to get started on immediately.

## Roles and Supplies Needed:

- *Strategies Checklist* (all four sections)
- A short list of potential projects and any related notes from past group discussions (if you used the *Scorecard* exercise, bring completed scorecards for each top-scoring project)

**Suggested Duration:** 20-30 minutes

## Instructions Part 1: Setting Timelines

Step 1: Locate the strategy on your Checklist associated with each of project on your short list.

Step 2: In the "Timeline" column of your Checklist, select a feasible timeframe for taking action on each project. You're trying to determine when you could realistically get started if you chose to prioritize that project. And when we say "get started", we mean hit the ground running. *If there are multiple projects for one strategy on your short list that is okay, just assign a timeline to each.*

## Instructions Part 2: Selecting Priorities

Step 1: How many projects on your short list landed in the "Right away" or "Within 6 months" categories? Select one or two projects to start working on NOW. Consider choosing one project you can finish quickly to get some success under your belt, and another project that's going to take longer to complete.

Step 2: Reflect as a group on why these projects are worth prioritizing. Be sure these are projects you are interested in and ready to get to work on. Your next step will be creating an action plan.

## Tips

- You can select a timeline for as few or as many projects as you like, though we recommend focusing on a short list of four to eight projects you already know are top priorities.
- You can (and should) use the Timeline exercise to plan your future projects, not just the projects you might start on right away. If you've already got projects going that you're happy with, you can choose to use the *Timeline* purely for looking ahead.
- Ask questions. Are your top two priority projects what you expected they would be? Are they the things you were already working on? Are they completely unexpected? The *Scorecard* and *Timeline* exercises are meant to get you thinking critically and strategically about your group's work.
- Feel like you can only take on one project right now? Feel like you can take on three? You don't have to choose exactly two, but you DO have to make a commitment to move forward right away with all the projects you choose to run with.
- Having trouble choosing your two projects? The *Scorecard* exercise can help. If you've already completed scorecards for your possible projects, look back at the completed scorecards and consider how each of your top choices scored on criterion that matter to you. If you haven't yet completed the scorecards, filling them out or using the scorecard template as a discussion guide might help you choose one project over another.