

# Project Planning Worksheets for Youth

## Identify Community Assets, Issues and Needs

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Effective service-learning projects make the most of existing community assets and meet real community needs. Does yours? Here are some questions to help you think about it.

**Why are we doing this project? (What is the community issues, concern or need we are trying to address?)**

**How does our project address this issue, concern or need?**

**What community assets can we leverage or incorporate into our project?**

**How will our project benefit our community?**

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## Setting Goals

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### Project Goals

Project goals are what you want to have accomplished when your service-learning project is complete. To plan and complete your project effectively, it's important to be clear about your goals from the beginning. Discuss project goals with your group and list them below:

#### Our project goals:

- 1.
- 2.
- 3.

### Personal Goals

Personal goals are what you as an individual hope to accomplish by participating in this service-learning project. Clear personal goals will help you learn more and make time spent on the service project more enjoyable.

#### My personal goals:

- 1.
- 2.
- 3.

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## Accomplish Your Goals

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Once you have established project and personal goals, it's time to break them down into specific tasks. Use the chart below to list all of the tasks you will need to accomplish in order to achieve each of your goals. (Tip: Before writing on this page, make several copies. You will need one for each goal.)

**Goal:** \_\_\_\_\_

**Tasks: What do I need to do to make this goal a reality?**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.