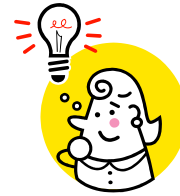


# ORGANISING THE IDEAS LIST



## LIST OF IDEAS, PROJECTS &/OR ACTIONS


## EVALUATING NEW IDEAS, PROJECTS OR ACTIONS

For each idea or possible project, or action, ask yourself: What are the costs & benefits of this trying out this idea (or embarking on this project)? What resources do I need? What are the steps I must take to carry out this idea/project successfully?

**IDEA OR PROJECT:** \_\_\_\_\_

<b>COSTS</b>	<b>BENEFITS</b>
<b>RESOURCES</b>	<b>SPECIFIC STEPS</b>

IDEA OR PROJECT: \_\_\_\_\_

<b>COSTS</b>	<b>BENEFITS</b>
<b>RESOURCES</b>	<b>SPECIFIC STEPS</b>

IDEA OR PROJECT: \_\_\_\_\_

<b>COSTS</b>	<b>BENEFITS</b>
<b>RESOURCES</b>	<b>SPECIFIC STEPS</b>

IDEA OR PROJECT: \_\_\_\_\_

<b>COSTS</b>	<b>BENEFITS</b>
<b>RESOURCES</b>	<b>SPECIFIC STEPS</b>

**PRIORITISED LIST OF IDEAS, PROJECTS, OR ACTIONS**

When you have evaluated a number of ideas and/or possible projects, list them in order of priority. Also, you may want to set a deadline for yourself regarding when the project should be completed.

**REMEMBER:** Before you begin carrying out a new idea or project, you must have completed the previous idea or project.

**IDEAS OR PROJECTS IN ORDER OF PRIORITY**

**DEADLINE FOR COMPLETION**

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