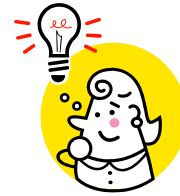


ORGANISING THE IDEAS LIST



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: _____

COSTS	BENEFITS
RESOURCES	SPECIFIC STEPS

IDEA OR PROJECT: _____

COSTS	BENEFITS
RESOURCES	SPECIFIC STEPS

IDEA OR PROJECT: _____

COSTS	BENEFITS
RESOURCES	SPECIFIC STEPS

IDEA OR PROJECT: _____

COSTS	BENEFITS
RESOURCES	SPECIFIC STEPS

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.	_____	_____