

Guide

How to Prepare an Activity Plan

Importance of Planning Your Activities

We all are well aware of the importance of planning in every field of life. When it comes to planning activities, it's even more important. If you will not plan an activity properly, it can turn into a disaster. You can waste a lot of your time, money and resources. If it's an activity related to your academics, it can cause damage to your career, if you fail a particular subject due to unplanned activity. In research, the importance of activity planning increases many folds. You have to plan your activities either its research project, a survey, a class assignment or capstone project. Planning is the first stage for any activity. If it is done properly, you will be able to carry out the activity quickly and accurately. If you will do an activity without planning, you cannot expect good results.

In academics, you have very short time to complete a particular activity, which is not possible without proper planning. So, it's always better to give proper time to the activity plan and review it. Keep your plan updated with the progress of activity and get the desired results.

Steps of Proper Activity Planning

Usually, people have no idea that how they should actually plan their activity. Here are the steps, which can help you to plan your activity:

- ◆ **Define your activity:** It is very important to be clear about your activity. Define your activity clearly and write down the goals which you are planning to achieve at the end of this activity. Sometimes students are confused and have no idea that what actually they want to do. Similarly, when company personals are executing different plans at once, it's important to define each one of them along their goals.

- ◆ **Activity sequence:** This step is about the proceedings of the activity. You have to write down the steps, which you will follow to complete this activity right from the beginning till end. Make sure you plan them properly and don't miss anything. Write the steps in proper order.

Resource estimation: The next step is to find out about your resources, which you will need for this activity. Write them separately for each step. These resources can be in the form of money, materials, access to lab or library or even a person. Make sure you write all of them and if few resources are not available, you have to think about the alternatives.

- ◆ **Duration of activity:** Based on the above steps and the nature of the activity to have to plan the time frame. Divide the steps on the available time

and make sure that you complete all the steps in time. Some steps will take less time, while others will be more time taking. You have to plan accordingly. Plan your budget: You have to plan the budget according to the required resources. You may need a financier to complete your activity.

◆ **Schedule development:** The last step is to finalize the schedule. It is the exact time, when all the required resources will be available and from when you will be able to start the activity. You have to keep all internal and external factors in mind, which can influence your activity. If you need to take approval for the activity, do preparation for that too.

These are just the general steps for an activity. The activity plan should be customized according to the nature of an individual activity. There is no plan which is applicable to all the activities. When you are planning your activity, plan each and every step carefully.

Common Mistakes While Planning Your Activities

We all make mistakes, but if you will make mistakes while planning your activities, you may have to pay a heavy price. You may waste your money, resources and time. Sometimes you may have to lose your job or fail a subject depending on the nature of your activity. Here are a few common mistakes, which you should avoid.

◆ **To miss an important step in procedure:** When you are planning the steps of your activity, you miss an important step. It means you have missed the resources required for the step and you have not calculated the time required for this step. It's a big mistake, which can have long terms consequences:

◆ **Wrong budget estimation:** If you have estimated your budget wrongly, you will be short of finance, which can be a big constraint in the completion of activity.

◆ **Being static:** You plan your activity before starting it, but you keep updating it during the process. For instance, if a certain step is taking more time, you have to speed up the next steps to complete in time. If you will not update your plan, you will not be able to complete it.

◆ **Trying to do everything:** Depending on the nature of the activity, you may need helping hands. Some activities demand a big team if so gather a good team instead of doing everything on your own.

No discussions: You need to discuss the plan with your supervisor or team members or even with a senior. The second opinion is always valuable.

List of The Best Planning Practices

When it comes to best planning practices, here is our list which can help you to plan your activity more effectively:

- ◆ Gather a good team for the execution of your activity. Use their full potential to fulfill your needs.
- ◆ Think strategically when you are reviewing your activity plan.
- ◆ Discuss the plan with your teammates and give them free hand to present their opinion.
- ◆ Make sure all the steps of your plan are practical.
- ◆ Don't be rigid with your plan. Good plans are always fluid.
- ◆ After the completion of each step, discuss the next step with your team.
- ◆ The goals of the activity should be realistic.
- ◆ Monitor the proceedings of the plan, accordingly.
- ◆ If a resource is missing, brainstorm about the alternative which is readily available and fit in your budget too.
- ◆ Be communicative, discuss what is happening with your teammates or with your supervisor whatever the situation is.
- ◆ Encourage new and innovative ideas.
- ◆ Make sure that all the steps of your planning are safe for you, your team and the surrounding environment.

Visit our custom essay writing service and learn more about activity plan writing by checking out useful tips!