MEMORY PROJECT

GROUP ACTIVITY: Ideas on Action Plans

Most of us really mean to get on and do the things that are URGENT and IMPORTANT - things like:

- Talking to our children about problems in the family.
- Making a Will
- Registering our rights to ownership of property
- Finding people who are willing to be guardians to our children
- Making peace with relatives or neighbours when there has been a dispute.
- Making sure our children have a clear sense of who they are – (this might be done by completing their Memory Books.)

Every family Will have other URGENT and IMPORTANT things on their list – which are just waiting for the right moment to be done.

But there are plenty of reasons why most of us put off doing the things that matter the most..

For example:

- We are afraid to face up to serious problems about health, money, relationships.
- We may not know where to get advice, especially about legal and money matters.
- Its hard to find the right time to start talking to children and family.
- We may feel that we just don't know enough or we are not strong enough to stand up for our rights.
- We know its going to take time – and we are already overloaded just coping day to day - with illness, lack of money, childcare.

So its not surprising that most of us feel its just too much to take on the big problems. Its easier to turn a "blind eye" and just hope that one day the "right moment" will turn up.

But the fact is, unless WE make the decision to take on these things that matter the most, they will not get done. They are not going to go away but will sit there, worrying us night and day.

WHAT can we do about it???

Most of us make lists (on paper or in our minds) of things we need to get on with every day. Most lists are a mix of small easy things and big difficult things. Its easy to tick off the simple things (getting food, choir practice, school fees.) But the big ugly things get left un-done day after day. SO WE NEED TO FIND A WAY TO MAKE SURE THE IMPORTANT AND URGENT THINGS DON'T KEEP SLIPPING OFF THE BOTTOM OF THE LIST!

One idea is to make a special list - an **ACTION PLAN** – which only lists things that are both IMPORTANT AND URGENT. These are the things we really need to do if we are ever going to have peace of mind.

On the back of this sheet is an example of a very simple **ACTION PLAN**.Each person can change it to suit herself – putting down the things that matter most in her personal situation.

Remember.

- Don't write an impossibly long list. Better to put down your top five tasks and really work on them (and then have the satisfaction of ticking them off.)
- When you have cleared a couple of tasks from the list you can add two more – or move some up from the NOT so urgent list.
- IF you decide to look for a Talking and Listening partner (as explained in the information sheet on "Your Turn My Turn") you could both use your Action Plans as the starting place. This way your meetings will focus on what matters most to each of you.
- Don't despair if you get stuck on your first Important and Urgent task. Move on to another one and you will build up your confidence.
- Never forget that two brains working on a problem are better than one!

ACTION PLAN

Name.....

Things to be done that are **URGENT AND IMPORTANT**	**WHO** can help me to get these things done???	**WHEN** will I **TRY** to do it?
1		
2		
3		
4		
5		
Things to be done that are IMPORTANT but NOT so URGENT. (These can be moved up when there is a space..) 1		
2		

www.memorybooks.org.uk