

# Organizing Action Planning Worksheet

When problems and concerns arise on the job, use the following checklist to help determine if and how an issue can be used to build a stronger union.

## Part I - Analyzing the Issue

1. What is the issue and who does it affect?

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2. Can people be mobilized around this issue - is it widely held and deeply felt?

Yes ( ) No ( )

3. Is the issue easily understood?

Yes ( ) No ( )

4. Is the issue non-divisive?

Yes ( ) No ( )

5. Is the issue winnable, ideally in a short period of time?

Yes ( ) No ( )

6. Can this issue increase the visibility of the union and result in real improvement in members' lives?

Yes ( ) No ( )

7. How do you want the problem solved? What is the remedy or goal you want to achieve?

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SkillBrief

8. Who can help solve the problem? Who is the 'target?'

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9. What do you have working for you? *Examples: good leaders, unity, past history, resources, contract language, community allies, etc.*

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10. What do you have working against you? *Examples: facts, events, managers, opponents, contract language, work rules, policies, etc.*

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## Part II - Developing and Communicating an Action Plan

11. What are some group actions you and other members might take to exert pressure on decision makers in management? Plan a series of actions so that if management is unwilling to move to resolve the problem you can 'escalate' your pressure.

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### 12. Planning Actions

To Do	Who Will Do	Date to be Done	Methods
Grievance			
Group Meeting with Decision Maker			
Action Day			
Other			
Other			

13. What is our message? To our co-workers? To members? To the target? How will you communicate with the membership about the problem and the actions?

Possible Communication	Who Will Do	Date to be Done	Methods
One-on-One Conversations			
Newsletter/Flier			
Meeting			
Phone Tree			
Other			