

PROJECT EXECUTION TIPS

At this point, you have figured out the focus of your project and written out an action plan. Now it is time to actually do or “execute” your community service project! Here are some tips for a successful project:



Always keep your goal in mind

1

Think of your goal as the destination and your action plan as a map. Avoid getting caught up in the twists and turns of the journey by keeping your eye on the prize!

Be flexible

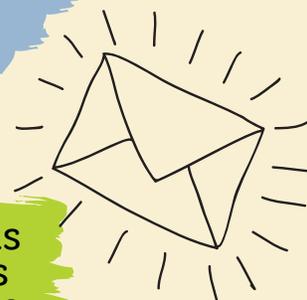
2

No matter how well you prepare for a project, unplanned challenges (such as illness/injury, bad weather, or cancellations) are unavoidable. The difference is all in how you handle them. When you encounter a surprise snag, stay calm, stay positive, and change your plans – that’s all there is to it! The most important part of any project is that you achieve the goal.

Communicate

3

If more than one person is involved in your project, and it is very likely that that is the case, communication is key. This can include asking for collaborators’ input, sharing progress updates, working through issues together, or discussing changes to the action plan. If you and your collaborators are not on the same path, you might end up at completely different destinations.

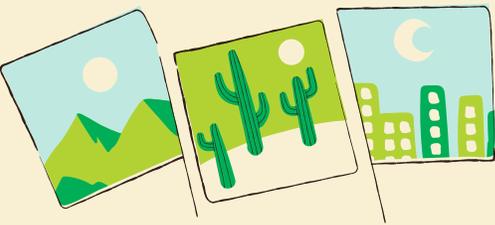


Ask for help when you need it

4

No human being is perfect. If you have tried your best but you still feel overwhelmed, confused, or frustrated, ask someone for help. There is absolutely no shame in it! Parents/caregivers, Troop Leaders, older siblings, teachers, spiritual leaders, or friends might be able to lend a hand if you ask politely.





Document your work

5

Keep notes, take photos, and log your hours. This is especially important if your project is part of a school assignment or Girl Scout activity. For more information about documentation requirements for Girl Scouts' Highest Award projects please visit <https://www.girlscoutssoaz.org/en/events/our-program/badges-and-awards.html> or e-mail Girl Scouts of Southern Arizona's Leadership & Life Skills Specialist, Maggie Myers, at mmyers@girlscoutssoaz.org.



Celebrate small victories

6

Sometimes we lose energy or hope because our goal seems too far away. It can feel like slowly traveling towards an object that is barely visible on the horizon. Celebrating small victories or "milestones" helps you, and others involved in the project, to keep up healthy momentum while also measuring progress towards your goal. Ways to celebrate milestones include acknowledging the hard work of your collaborators through shout-outs, applause, or high-fives; displaying progress/results in a common area; sharing progress/results with others; or treating yourself and/or your collaborators to something special.

Evaluate

7

Evaluation can be useful before, during, or after your project to measure the process or overall impact of your work. Examples of evaluation tools include polling, focus groups, pre- and post-surveys, and pre- and post-interviews.

