

The FCCLA Planning Process – Cheat Sheet

Use this sheet to remember the steps to the FCCLA Planning Process. Can you name all five?

1. Identify Concerns

- brainstorm concerns
- evaluate listed concerns
- narrow to one workable idea or concern

2. Set a Goal

- get a clear mental picture of what you want to accomplish
- write it down
- evaluate it

3. Form a Plan

- plan how to achieve goal
- decide who, what, where, when, why and how

4. Act

- carry out project

5. Follow Up

- evaluate project
- thank people involved
- recognize participants

Follow these steps to practice the FCCLA Planning Process.

1. Turn the page over and see if you can write the five steps in order. Ready, set, go!
2. Then put the steps into your own words. What does it mean to you to identify concerns? What do you think it means to set a goal? Putting the steps into your own words will really help you remember them.

3. Now draw a picture, a symbol, for each of the steps. How would you symbolize each step? Explain the symbols you drew with one sentence each.

4. After you draw a symbol, your adviser will share with you the symbol for each step. How do your symbols compare? Did you have similar meanings?