



The Planning Tool

20 to 30 minutes

Do you need help completing the Communication Success: Beginnings course? This tool will help you start with a clear, workable plan.

As with all meaningful endeavors, building and maintaining momentum is critical to your success. You want to progress through the lessons and modules in a deliberate manner, but at a pace that's right for you.



Step 1 - Reflect

Reflect on the following questions and write your answers below.

How quickly do you want to progress through the course? Do you want to complete it in a week? In two weeks? In a month or more?	
Are you confident that you have a realistic plan for completing the course in a timely manner?	
What are the biggest challenges you face in sticking to your plan?	

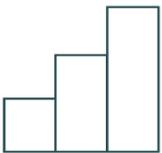
Plan your work and work your plan.



Step 2 - Ideate

Identify some approaches to help you stay on track for completing the course. For example:

- Work with an accountability partner
- Identify a co-worker or friend who can provide help if needed
- Enter the deadlines in your calendar and task tools and set reminders
- Set a specific time each day or week to work on the course
- Reward yourself for reaching certain milestones



Step 3 - Evaluate

Identify the approaches you will use in completing the course.

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Step 4 - Commit

Set a **DEADLINE** and commit to **DUE DATES** for completing each Lesson and Module.

Full Course Completion Deadline: _____

Pre-Work	Time Required	Due Date	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Follow the link in welcome email to set your password and access the course. Review "About the Course" on the home page. Gather any needed materials and set your intention. 	20 minutes		
Total time to complete the Pre-Work:	20 Minutes		

Module One: Foundations

<ul style="list-style-type: none"> Lesson 1.1: Introduction (includes downloading and saving the Toolkit) 	30 Minutes		
<ul style="list-style-type: none"> Lesson 1.2: Welcome and Overview 	20 Minutes		
<ul style="list-style-type: none"> Lesson 1.3: Determine Your Topic 	25 Minutes		
<ul style="list-style-type: none"> Lesson 1.4: Define Your Purpose 	25 Minutes		
<ul style="list-style-type: none"> Lesson 1.5: Module Review Quiz 	10 Minutes		
Total time to complete Module One:	1 Hour 15 Minutes		

Module Two: Creation

<ul style="list-style-type: none"> Lesson 2.1: Outline Your Strategy 	30 Minutes		
<ul style="list-style-type: none"> Lesson 2.2: Develop Your Messages 	60 Minutes		
<ul style="list-style-type: none"> Lesson 2.3: Create Your Experience Arc 	45 Minutes		
<ul style="list-style-type: none"> Lesson 2.4: Module Review Quiz 	10 Minutes		
Total time to complete Module Two:	2 Hours 25 Minutes		



Module Three: Preparation

• Lesson 3.1: Complete Your Two-Column Script	45 Minutes		
• Lesson 3.2: Produce Your Visuals	50 Minutes		
• Lesson 3.3: Rehearse Your Talk	60 Minutes		
• Lesson 3.4: Module Review Quiz	10 Minutes		
Total time to complete Module Three:	2 Hours 45 Minutes		

Module Four: Execution

• Lesson 4.1: Deliver Your Talk (Showtime!)	20 Minutes		
• Lesson 4.2: Advance Your Performance	40 Minutes		
• Lesson 4.3: Wrap-Up and Next Steps	20 Minutes		
• Lesson 4.4: Module Review Quiz	10 Minutes		
Total time to complete Module Four:	1 Hour 30 Minutes		

What success looks like:

Once you've completed The Scheduling Tool, you will:

- Have a workable plan to complete the Communication Success: Beginnings course
- Be prepared to spend the required time needed to complete the course
- Have confidence that you can complete the course on time.

You are now ready to complete the course.