

Activity Planning Sheet

Goals	Objectives
<p>Name of Activity: _____</p>	
Requirements	Materials

Specific Activity Steps on Reverse Side...

4 Main Components of Planning Successful Activities

Here is a quick explanation of the different sections on this great planning tool.

1. Goals – Broad Target Areas of the Activity
 - a. Connected with Federal Regulations
 - b. Physical
 - c. Psychosocial
 - d. Mental
 - e. Encourage Independence
 - f. Encourage Interaction in the community
 - g. Promote Education
 - h. Encourage pleasure
 - i. Improve Self-Esteem
2. Objectives – The Steps in the Activities which will meet those goals
 - a. Exercise fine motor skills by picking up small objects or using small tools.
 - b. Use verbal communication skills by answering questions and talking with other residents.
 - c. Listen to music which is pleasurable to them to help relieve anxiety.
 - d. Maintain highest level of cognitive function through using skills such as counting and sorting.
3. Requirements – The skills the participants need to possess to be successful.
 - a. Example – for an activity which creates centerpieces for the facility on a special holiday
 - i. Enjoys creative projects
 - ii. Likes to be useful by helping the community
 - iii. Able to use their hands to pick up and use small objects either independently or with assistance from staff
 - iv. Able to maintain attention to tasks for at least 20 – 30 minutes
4. Procedure – the specific steps to the activity
 - a. Be very specific – as if you were not going to lead the project.
 - b. Connect the steps of the procedure to the objectives and goals.
 - c. Make sure to match the procedure with each material you need (write materials and procedures simultaneously to keep it easy)