



## Managing Large Tasks

These five checklists are designed to break your planning tasks into manageable chunks. Look them over to see what lies ahead, and use them as a guide to create more specific checklists for the members of your team.

### Children's Activities Team Checklist #1

- Formed Children's Activities Team; held first team meeting.
- Assigned responsibility for arranging childcare during meetings and fundraisers.
- Brainstormed activities and fundraisers to involve children in the planning process.
- Brainstormed ideas for Design Day activities.
- Drafted a children's activities budget.

### Children's Activities Team Checklist #2

- Approached potential sponsors of children's Build Day activities.
- Initiated children's planning activities and fundraisers.
- Organized children's participation in Design Day.
- Created strategy for recruiting Build Day children's volunteers.

### Children's Activities Team Checklist #3

- Children's planning activities and fundraisers underway.
- Created budget for Build Day children's activities and snacks; began soliciting in-kind donations of materials.
- Recruitment of Build Day children's volunteers underway.

### Children's Activities Team Checklist #4

- Children's fundraisers completed.
- Solicitation of materials and food for Build Day children's activities completed; purchase of remaining materials underway.
- Finalized list of Build Day children's volunteers.
- Established emergency source of childcare volunteers.
- Organized a system for children's registration.
- Assigned responsibility for Build Day children's activities.
- Devised a plan for children's playspace safety program to be implemented just after the build.

### Children's Activities Team Checklist #5: One Week to Go

- Completed confirmation calls to children's volunteers.
- Purchased remaining materials and food for children's activities.