

# RAINBOW PLANNER

## PLANNING YOUR PROJECT SUPPORT: HOW TO USE GUIDE



## How to Use the Rainbow Planner for Group Work

The Rainbow Planner is a great way to organize your group's work on a project. Think of your group's project like a rainbow: each color represents a different stage of time, from big long-term goals to the small actions you're taking right now.

Here's how your group can use it to stay focused and on track:

### Start with the Big Picture:

Agree on the Distant Future goal as a group. Make sure everyone is clear on what you're aiming for.

### Break it Down:

Work backward through the other sections—what needs to happen in the Future, Near Future, Present, and Now to reach your goal?

### Assign Roles:

Make sure everyone knows what they're responsible for and when it's due.

### Check In Regularly:

Use the planner during group meetings to track progress and update tasks.

### Celebrate Progress:

Each completed task brings you closer to the goal—acknowledge your wins along the way!

### Why It Works for Groups:

The Rainbow Planner keeps everyone focused, organized, and working together. By dividing the work into clear steps and assigning tasks, the group can avoid confusion and make steady progress toward the big goal.

**Together, your group can make your project as bright and successful as a rainbow!**

### 1. Distant Future (The Big Goal)

This is where your group decides on the main goal or end result of the project - the pot of gold at the end of the rainbow - what we're all working towards.

Ask: What do we want to achieve by the end of the project?

### 2. Future (What needs to happen before the Goal)

This section is for big tasks that need to happen over the next few weeks or months to reach the goal. It's about breaking down the end result into smaller chunks.

Ask: What are the main steps we need to complete this project

### 3. Near Future (What's coming up soon)

Here, you will focus on what the group needs to do in the next week or so - the smaller tasks that build up your larger tasks

Ask: What do we need to get done next? Who will do it?

### 4. Present (What we're working on right now)

This is where the group tracks what you're actively working on. These tasks should feel manageable and specific.

Ask: What are we doing this week or in today's meeting

### 5. Now (What's happening right this minute)

This is the immediate action - tasks the group are actively working on today, right now.

Ask: What are we doing today to move forward?



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