

# The Get It Done Guide:

## A Project-Mapping Tool for GSAs

Sometimes, while working in a group, it's easy to get stuck between the exciting "Wouldn't it be cool if we..." & the practical steps needed to make a decision and create a solid plan.

That's why we've created **The Get It Done Guide...**  
Check out our example and tips on page 2!



### Step 1: The Big Question

**Start by clearly defining a decision you need to make.**

This could be something specific, like "We need to choose a slogan for club buttons," or a bigger challenge, like "New students feel like our school lacks LGBTQ+ resources."

### Step 2: Brainstorm Solutions!

Set a timer  
min.  
hr.

### Step 3: Evaluate & Decide

- \* Does this address our big question? Does it align with our values?
- \* What resources (time, people, money, items) do we need?
- \* Do we need more information or research?
- \* How will this impact our community?
- \* What challenges might we face?
- \* Are we excited about this idea?

*We decided:*

*Steps*

*By who*

*By when*

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

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That's why we've created **The Get It Done Guide**...  
Use this page as an example; find a blank copy on page 1!

### Step 1: The Big Question

Start by clearly defining a decision you need to make.

This could be something specific, like "We need to choose a slogan for club buttons," or a bigger challenge, like "New students feel like our school lacks LGBTQ+ resources."

Our GSA doesn't really have anything going on in Jan/Feb. We want to raise money for the club!

Think up any and all ideas related to your goal!  
The sky's the limit!

### Step 2: Brainstorm Solutions!

Increase visible support for LGBTQ students

Raise \$ to buy the club snacks for meetings

Student Council always has a big tee shirt fundraiser in mid January.

Tee-shirts?  
rainbow buttons?  
Ally buttons?

Wren has a premium Canva subscription!

GSA/gay merch??

Set a timer  
15 min.  
hr.

Limit your brainstorming session  
Leave plenty of meeting time to discuss & decide!

### Step 3: Evaluate & Decide

- \* Does this address our big question? Does it align with our values?
- \* What resources (time, people, money, items) do we need?
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- \* Are we excited about this idea?

We decided:

Our club will create Ally/Pride buttons to sell in the first 2 weeks of February.

Narrow down your options.

Get real about what's possible and meaningful for your group.

What practical steps do you need to take?

Steps

By who

By when

1.

Design and approve button designs

Wren and Amy will bring 8 designs. the group will vote for 3 final designs

Present & vote next meeting!

2.

Cost comparison - research button makers & button making websites. decide on price per button

Jayson and Zara will research our options

Present & vote next meeting!

3.

Create order form

Wren will copy our form for tee shirts and adjust for buttons

2 meetings from now (after we vote on design and cost)

4.

Promote the sale

- Make flyers
- Send info to local pride group
- School wide email

Amy - flyers. Tatum - email. Cam will ask their mom to share info with local pride group

2 meetings from now (after we vote on design and cost)

5.

Organize booth for button pick up

Tatum will ask principal about setting up a table

By next meeting (So we can include pick up details on flyers!)

What steps need to come before others?