



MAKING A *difference* **IN 2017**

A practical guide to finding your vision,
taking action and sustaining your
impact in the coming year

I started wanting to change the world out of a deep sense of injustice which feels like it has always been with me.

I think it was partly inherited and partly observed in the world around me.

It always felt international – as in the whole world seemed so stupidly unfair.

A sense of wanting to do something about that led me to study Anthropology and Swahili and later to a career in international development.

But there are many many other paths to being a change maker

And at Jijaze we welcome women who are making a difference in a whole variety of different ways,

It could be through work with a charity or not-for profit

A social enterprise or NGO

Or it might be through their art, their writing or their music

Through their care or healing work

Their business or public sector career

Through voluntary work they do in their community

This 'Reflective Planning Guide' for 2017 has been created for any woman who considers herself a change maker, however she defines it.

It is designed to help you to identify a change making focus for you to hold for yourself the coming year. And also to support you to put in place support for yourself that will sustain you and keep you 'filled up' for the Change Making working that you are longing to do.

Mary Ann

December 2016

Before you begin to work with this guide, make sure that you are comfortable. You can use this guide on a electronic device but it may well be begging to be printed out and filled in by hand, perhaps with coloured pens or crayons or whatever you love to write and doodle with!

Ideally take some time out of your usual surroundings, maybe get yourself a mug of something warm and curl up in an easy chair or take a walk to a place you love to sit and reflect. This guide will take you through a mini planning retreat designed to help you prepare yourself to make a difference in 2017 and it deserves your undivided attention and respect!

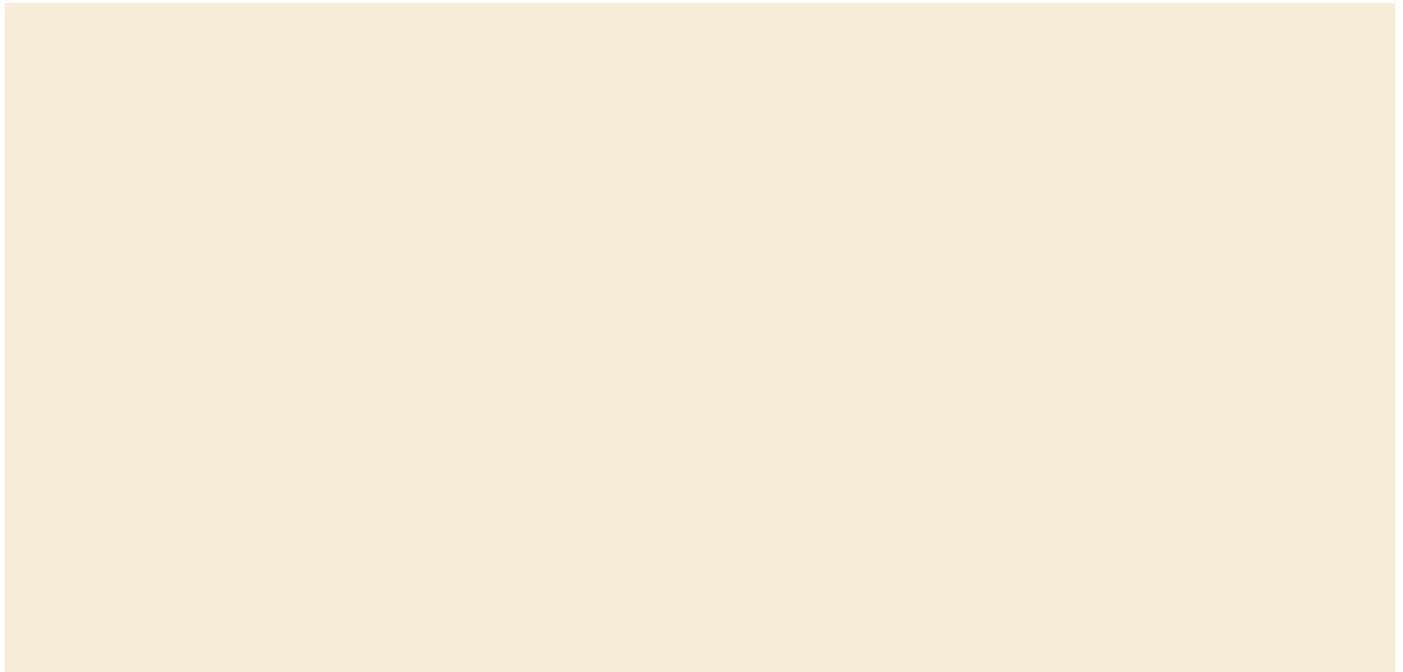
We have even created a playlist here (just for fun) that you might want to listen to in the process!

SECTION ONE: CONNECTING TO THE CHANGE MAKER IN YOU

This first section is all about connecting to the part of you that is passionate about making a difference in the world and asking her to figure out what is next for you.

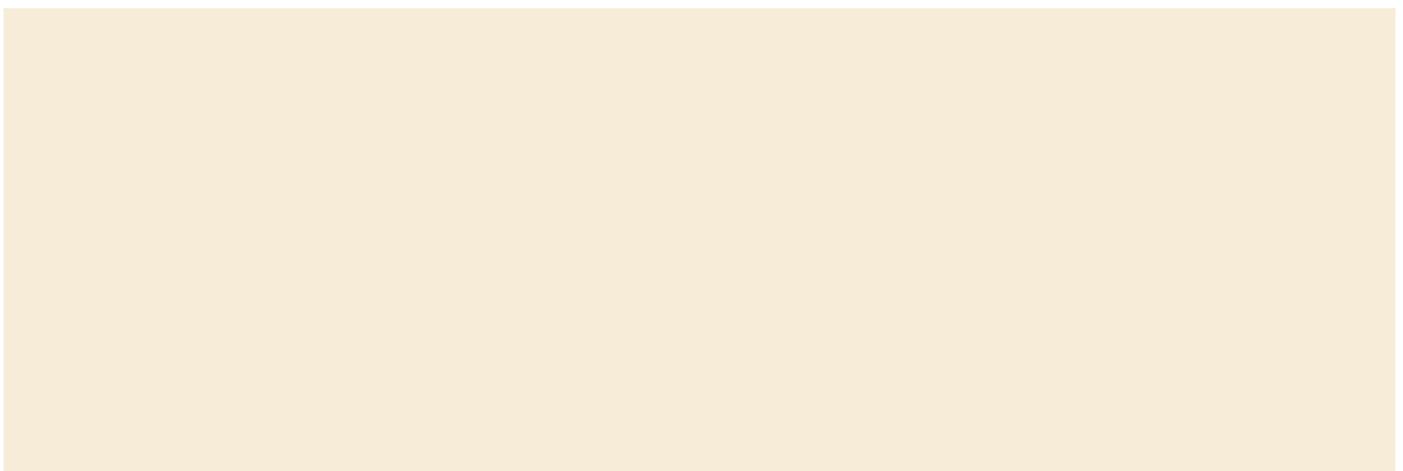
When was the 1st time that you thought of yourself as a change maker?

(What were you doing? How old were you? How did you feel? What made you angry at the time? What did you love back then?)

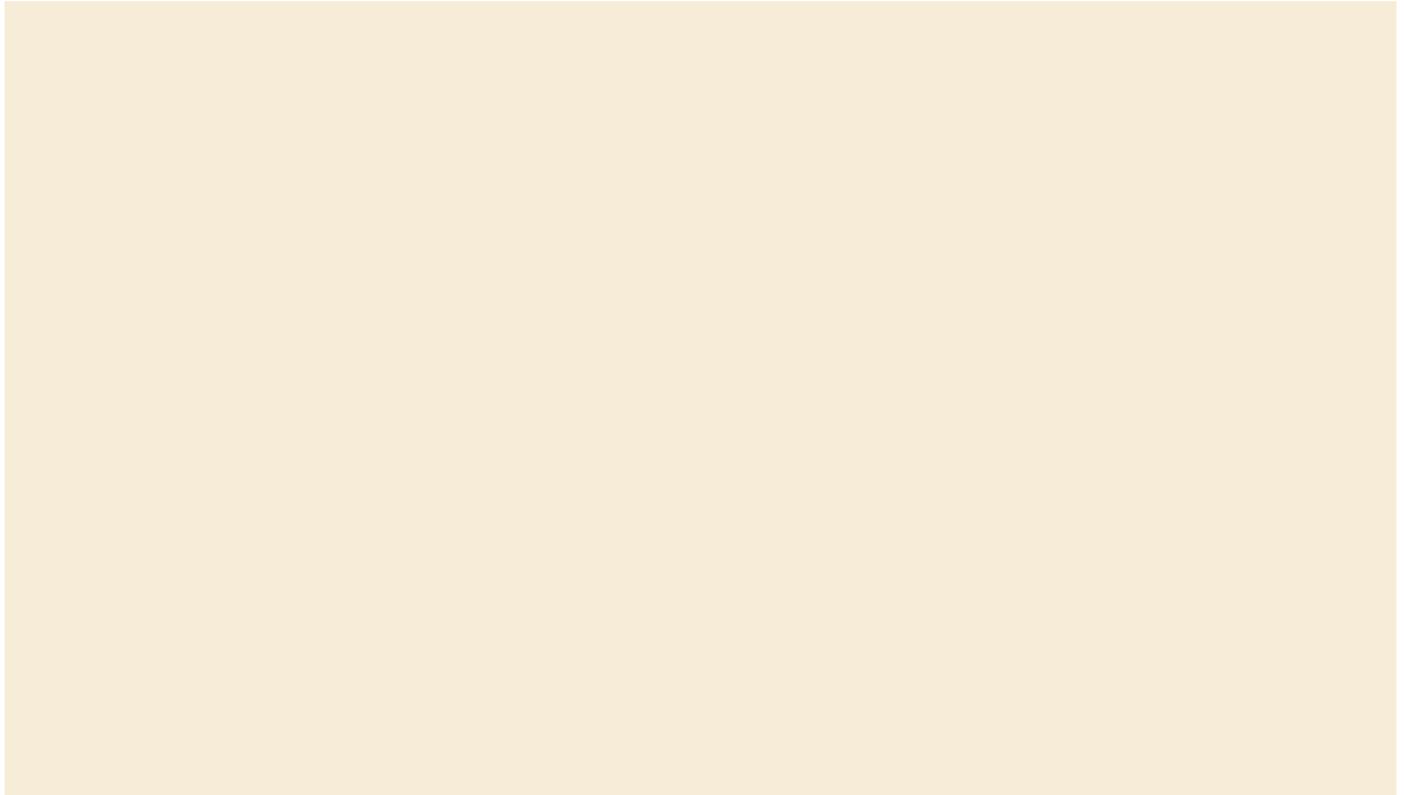


Who first inspired you in your change making?

(How did they influence you? What did you learn from them?)

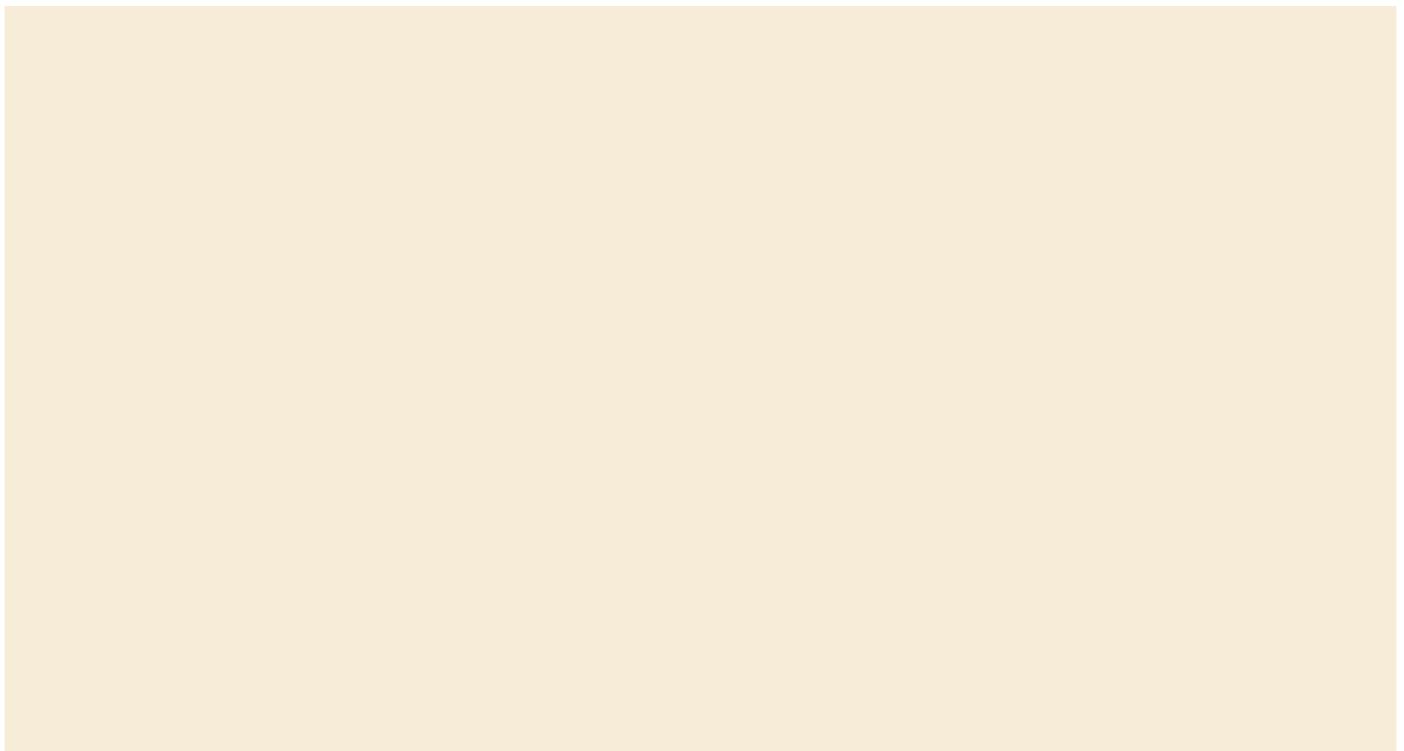


What other experiences or people have had an important influence on you as a change maker?

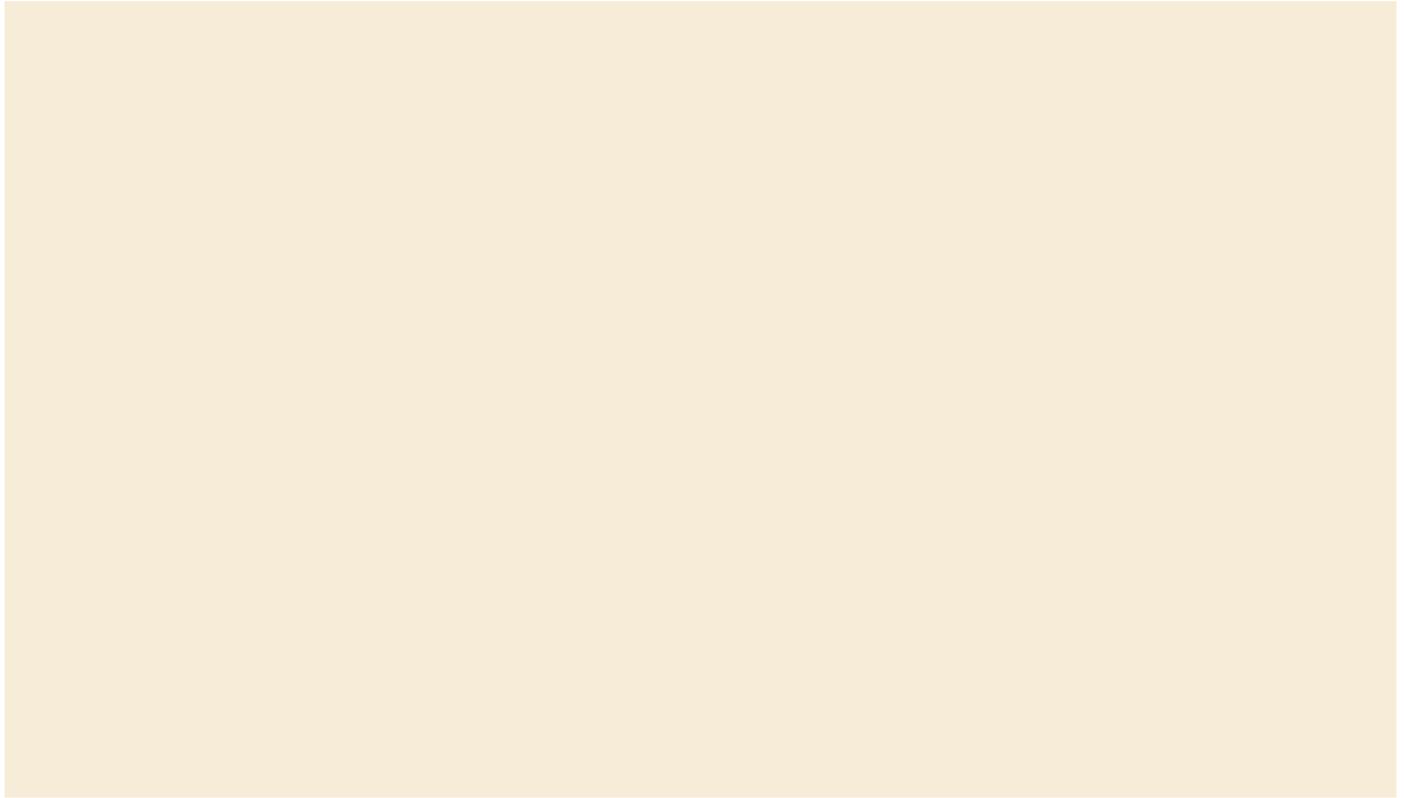


In what ways are you most proud of having made a difference in the past?

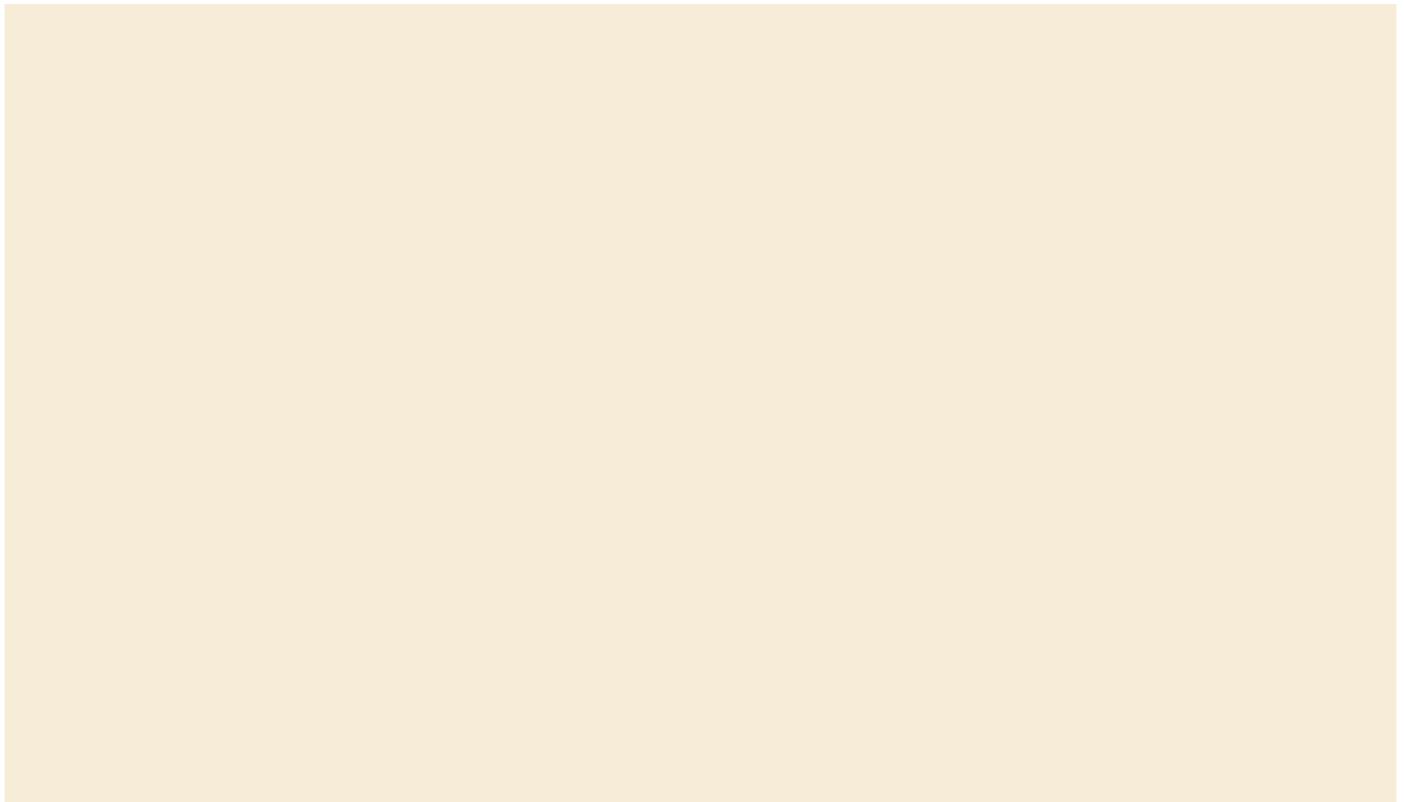
(This doesn't have to be on the world stage, it could as well be in your own family or community)



What issues or problems have particularly inspired you to make a difference?



Identify at least three qualities or skills that you believe that you personally have as a change maker?
(i.e. someone making a difference)



Identify at least 3 specific things – large or small - that you feel passionate about changing (or contributing to changing) in the world now?

1.

2.

3.

Think about the ways in which you could use your skills to have an impact on the issues you care about (play with all of them)

Things you want to change:

How could you apply your skills and experience to help?

Your Change Making Focus for 2017

Now I am going to invite you to choose one change making focus for 2017. That doesn't necessarily mean forgetting about all the other things you care about changing. They may be there for another year – or you may be able to identify other ways you can have a less direct impact on them.

But I invite you to choose one direct focus.

Review what you have written so far and think about which issue is the most important to you?

Where do you think you could have the biggest impact right now?

If you are struggling to get clear you might want to take a few days to think about this, discuss it with a friend, coach or mentor, take it out for a walk, journal or free write more about it?

Or, it might be completely clear for you. Remember to make this feel really resonant for you. It could be about the work you already do - or something completely new and different.

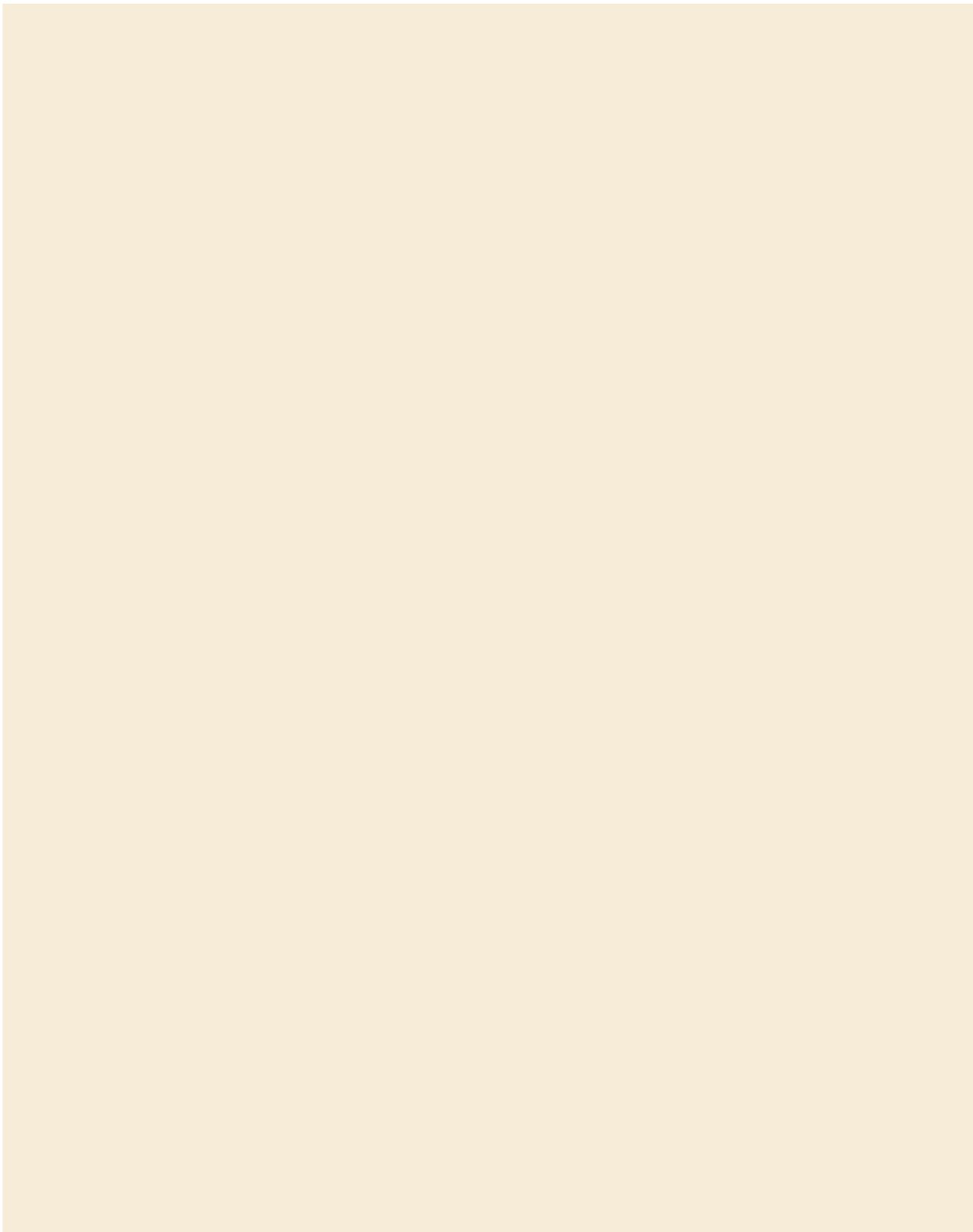
When you are ready fill in the commitment form below

In 2017 I am choosing to work for change by

Make sure that you include something about what you are going to do and how you think that you will do it in your statement.

As an example for you here is my statement for 2017:
'In 2017 I am choosing to work for change by creating an online community for change making women that will support them to be even more effective in their own change making work'

If the what and how isn't entirely clear for you yet, jot down your thoughts or questions about that in the box below so that you can come back to them later.



SECTION TWO: SUPPORTING THE CHANGE MAKER IN YOU

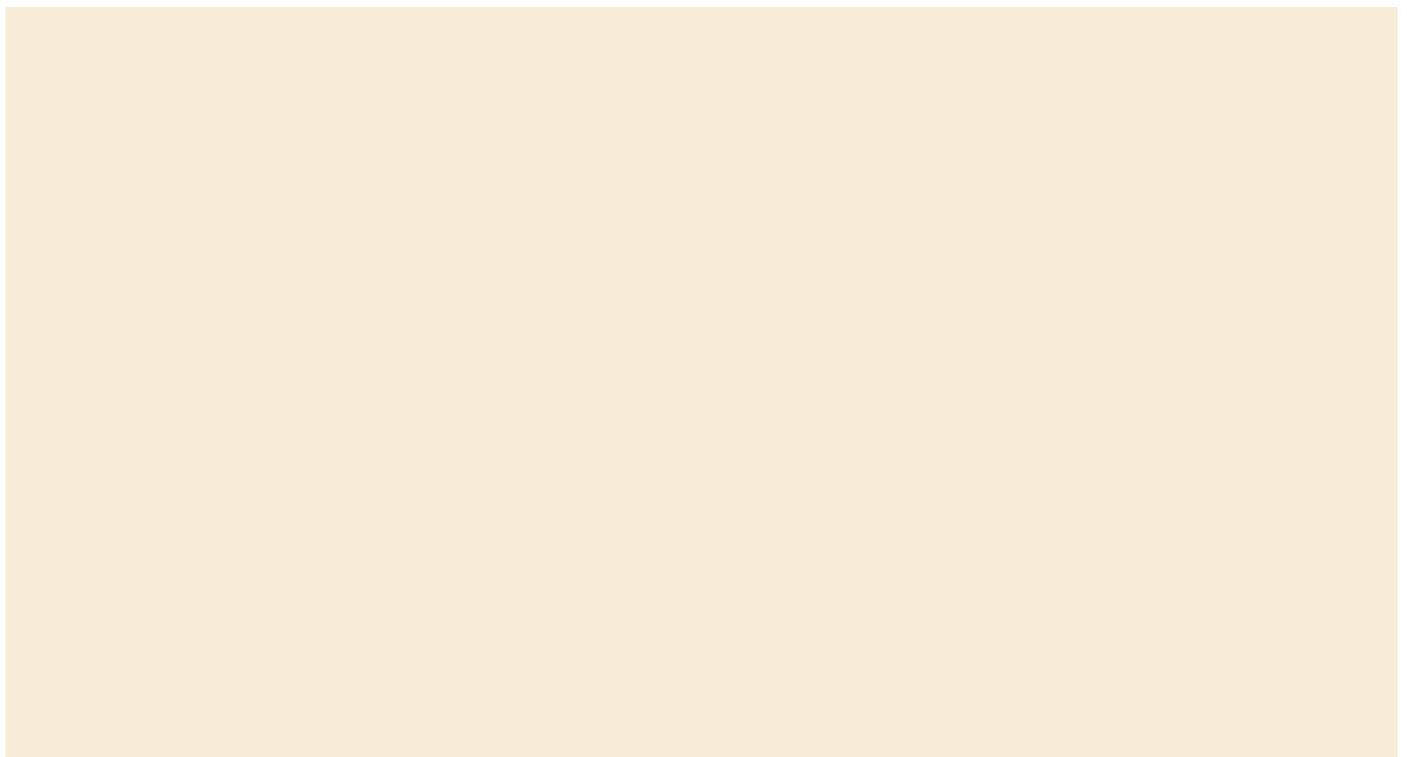
At Jijaze we are not just about the change you want to make but also about making sure that you figure out how to keep yourself 'filled up' (which is what Jijaze means in Swahili) while you are doing it. And we advocate Three Habits which we believe will support you with this.

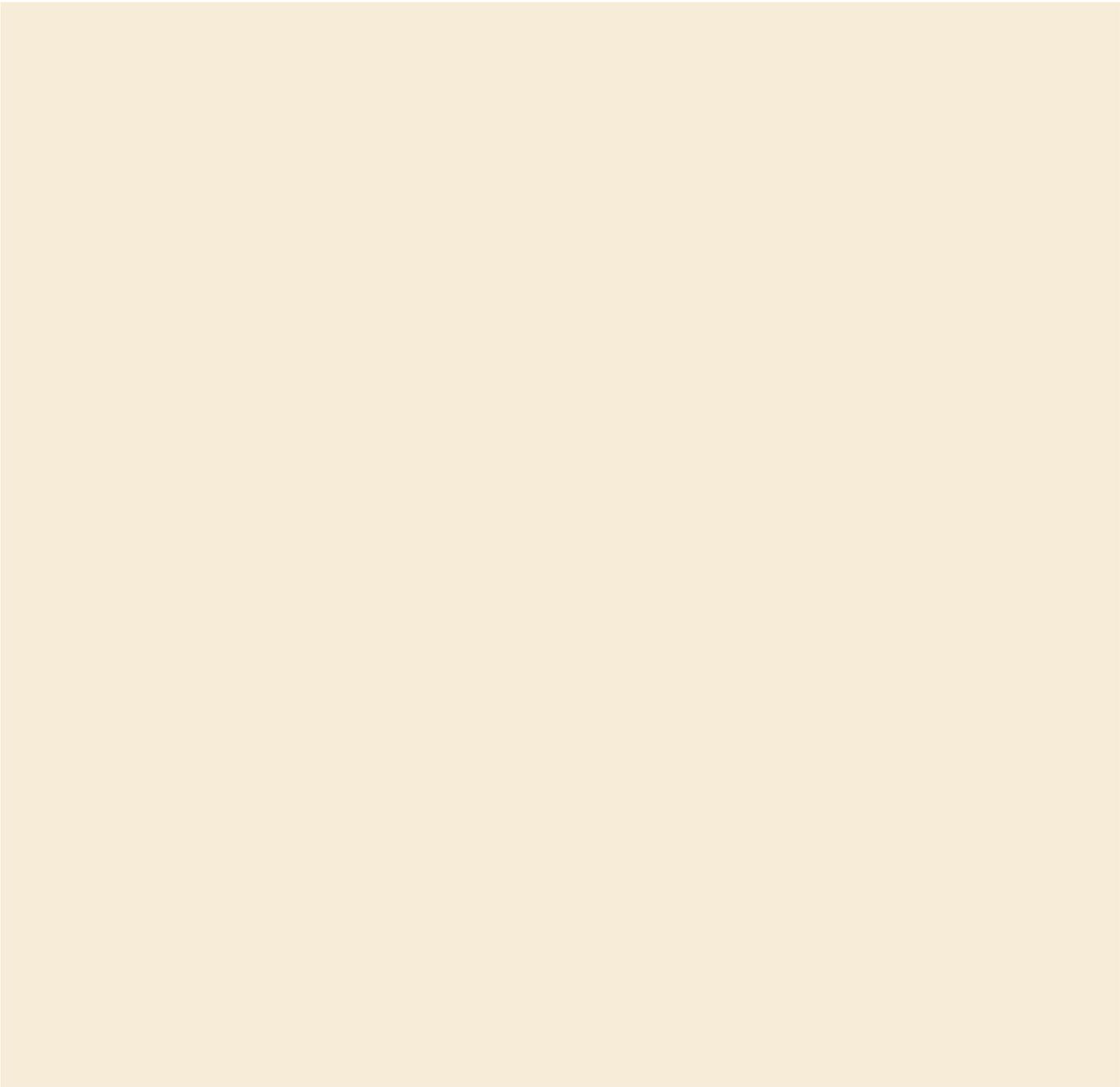
Your Learning:

At Jijaze we think about learning in two main ways:

Action Learning – committing to reflecting regularly on your own practice and integrating the learning from those reflections. This is something that is often done in a group but which you can also make time to do yourself. Perhaps with the support of a coach or mentor or you can use the 'Coach Yourself with Open Questions' Worksheet in the Jijaze ChangeMaker Library (see the end of this booklet for how to access it)

How could you create a reflective learning structure for yourself in 2017? How often will you commit to this type of learning? What support will you seek with it?





New information – This is the type of learning that you might be more used to thinking about where you set out to figure out how to do something new. What 3 new things would you like to learn about in 2017?

1.

2.

3.

Community

This habit is about connecting with peers that you can share and learn with. Creating the connections which will sustain you on your change making journey.

What communities do you already feel part of that support you?

Do you sense a need to expand the support communities in your life and work?

What intention would you like to set about this for the coming year?

What actions could you take in 2017 to build the communities you desire around you?

More about people. I think of the kind of support that we all need from people in four different ways. Sometimes we can find all these kinds of support within one community or we may have women around us who can provide these kinds of support to us. Rarely, however can one person offer you all these four kinds of support at once. You can fill in the table below with the names of the people you think may be able to support you in each of these different ways.

People who can help you think and strategise:

People who can give you unfailing positivity and support:

People who energise you and encourage you to step up and lead:

People who can help and encourage you to say no and stay clear and committed to your focus:

Replenishment - or filling yourself up

At Jijaze we think of our own replenishment as a fundamental habit of our change making lives.

What activities or practices do you know fill you up and re-charge you? Make a list of at least 3 things:

1.

2.

3.

What else that is new for you do you mean to try doing, or think sounds interesting that you believe would nourish and support you? (N.B. make a commitment to try this one out in 2017)

SECTION THREE: PLANNING BY CYCLES

Now we are going to plan. Not so much planning specific actions - though you can include those too in your own plans if you want to, but the intention here is to plan our working cycles. This is the kind of planning that will support us to make space for our own learning, connection and replenishment in the midst of our busy lives.

Implementing this kind of cycle approach to managing your own time and energy as a changemaker means you cannot be always on the go, with an endless to-do-list all the time. You may still have a list (I confess I do), but committing to this kind of working cycle means you have to put it aside regularly to honour the commitment which you have made to the key parts of the cycle - plan, act, reflect, rest and rejuvenate. It also means you cannot keep on increasing the number of things that you are expecting yourself to do!

Be aware that planning in this way requires a regular commitment to pausing, resting and reflecting as well as acting and doing. And because that is often not the way we have our working lives set up, taking action on this requires you to see yourself as a valuable resource that needs care and attention if you are going to function at your very best in your change making work.

At the beginning of a cycle we set intentions, prepare the ground and make sure everything we need is in place for the next action that we want to take. Then, we build up to to action and of course, take it. Afterwards, the cycle ends with celebration, rest and reflection before a new cycle begins.

So what steps do you need to take to implement this? What this means in practice is making time in your own work schedules for each part of a specific cycle.

Start with your diary, yes, go to that old paper or virtual planning tool. And think about the cycles that make most sense to you. I use ordinary weeks, moon cycles which are four weeks long and three month cycles as well as from time to time looking both a year and three years ahead.

Start by identifying the smallest cycle you will work with. In terms of the smaller units, what you are looking to plan for is short cycle of action in which you are able to achieve specific things. I only work three days a week as I'm also a Mum and want to have some of the week with my Son doing all kinds of other fun things. So that means that in my week I only have three days to work with. You may have five in yours depending on your situation.

I implement this cycle approach starting on Tuesday morning with a few hours of planning and intention setting time. That's when I aim to plan what the focus of my week will be and get the regular planning and organising bits of my work done. It is usually on a Wednesday that I then schedule big action. And I take at least a few hours on a Thursday to reflect on how the week has gone and rest.

Then think which is the next unit of time that you would like to use. Inspired by my reading around getting in tune with my menstrual cycle, I am a big fan of following a moon cycle for my work, but a month will do just as well. In the first week of a cycle, which is usually a week in which the new moon occurs I am focused on planning and strategizing. I then focus big action closer to the full moon and make sure that, as the new moon approaches again I have a week in which I take more time to rest and reflect, as well as to celebrate.

Finally, decide on the longer units of time you would like to use. I am keen on 3 months as it is short enough to conceive of and think tangibly about, but long enough to feel like things have been achieved. I also take this approach to planning for a whole year and this year I am going to experiment with using it three years into the future as well.

The most important thing about implementing this cycle approach to how you work, as distinct from the projects that you implement, is that it helps you to structure your time, and places reminders in your diary about each stage that is necessary for you to do your best work. In other words, it creates a structure which honours your need to rest and reflect in your work as well as to take big actions. And the longer you are able to implement it the more all the elements of the cycle will feel like a habit. Pick Your Units of time:

Shortest unit (e.g. week):

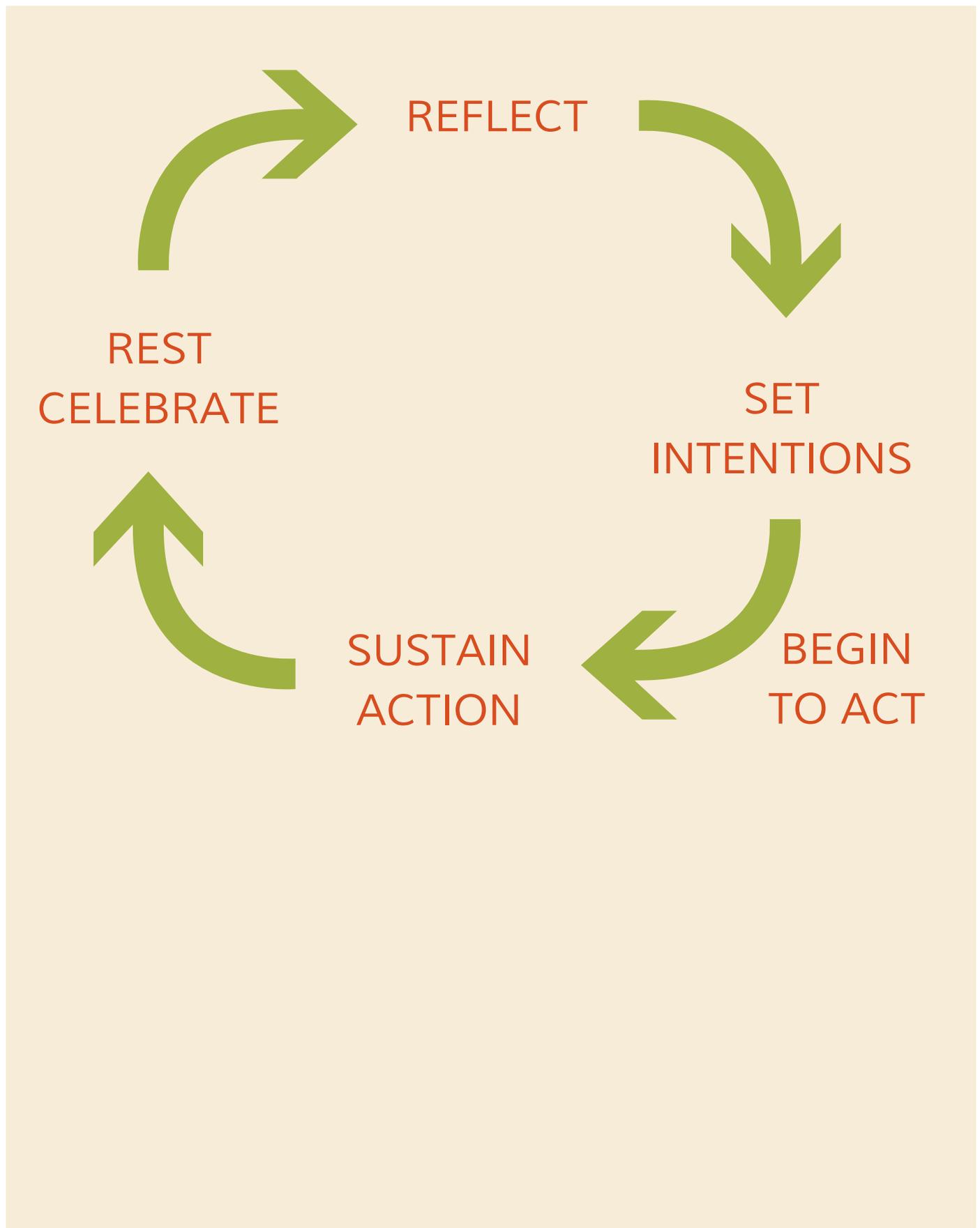
Next multiple (e.g. 4 weeks or month):

Next one (e.g. quarters in my example)

Larger one (year):

You can find a Podcast about this and a list of related resources [here](#).

Now take each of these time periods you have set yourself and think about how you would structure them according to a simple cycle like the one shown below:



To give you an idea of what this might look like here is my
Cycle planning for 2017

Weekly Schedule

Tuesday AM - Set Intentions and begin to act

Tuesday PM onwards - sustained action

Weds PM - Rest

Moon cycle

Week One - Focus on setting intentions

Week Two - Moving into action - Sustained action around Full
Moon

Week Three - Sustained action around full moon

Week Four - Focus on Rest, celebration and reflection around
new moon

3 months

Month One - Set intentions and goals for the quarter

Month Two - More focus on Action

Month Three - More focus on rest, celebration and reflection

Year

Jan - March - setting intentions for the year in my work and
getting really clear about them

April - July - Sustained Action

August - Rest (as it's a holiday time!)

September - Sustained action

October - Dec - Focus on rest, celebration and reflection

3 year planning

Do you have a sense of where this coming year, 2017, fits for you in terms of this cycle? I know for me 2017 feels like a year for committed action following 2016 in which I have been really getting clear about my intentions for my work and the Jijaze Community. Perhaps 2018 will usher in a year of celebration and reflection too?

2017: Sustained Action

2018: Rest, celebration and reflection

2019: Setting intentions for the next step and getting clear

N.B. I move Rest around in the weekly cycle to make sure it doesn't end up being forgotten and neglected, which I found tended to happen if I always left it to the end of the week. Remember that you have control over your own cycle planning and sometimes, you will have to adjust things to fit in with things that come up. That's completely OK. Cycle planning is like setting a blue print and developing a habit of honouring our need for these cycles. When they don't quite work out. We can be completely OK with that knowing that the cycle is still there to support us and remind us of the habits we are looking to develop.

Once you've thought through these cycles for yourself I invite you to find a way to mark these in your diary or planner. I use colours to mark them in the online diary I use and I am also planning on putting them into a paper planner this year too. I cannot overemphasise the importance of marking these somewhere for yourself. It will serve you well I promise!

These cycle plans are act as a reminder that you don't have to be in sustained action all of the time, as an encouragement to release and let go and reflect regularly and to discover in doing so how these practices will support you to do your best change making work.

So please, having worked them through and written them down, all you have to do is to hold them lightly. They are not meant to be a rigid structure. Instead a fluid reminder to follow your own cycles and honour your needs as a change making woman.

A final exercise is for you to make a pledge for yourself about how you will show up to your change making work in 2017 in a way that does not deplete you. What do you want to commit to to support your own learning, rest, replenishment and connections? What is most important for you in relation to this?

Once you have your pledge write it alongside your commitment to change making in the box below and sign your name at the bottom to mark your commitment to yourself with this.

Change Maker Commitment

In 2017 I will work towards change for/in

I pledge that I will do so

Signed:

To access the "Coaching Yourself with Open Questions" worksheet and many other resources in our library, become a free Change Maker Member of Jijaze Now.