



MAKE SURE EVERY JOB GETS DONE

Even a tactic that sounds simple, like getting everyone to wear stickers on the same day, takes planning and follow-through.

Your group will need to identify all the tasks required, assign them to specific people, with deadlines, and follow up to make sure people do them. An easy way to think about it is, “*Who* will do *what* by *when*?”

To keep anything from falling through the cracks, make a chart like this one for every tactic that’s part of your campaign. Write down *all* the steps needed for this tactic, and assign one or more people to each task.

TACTIC: STICKER DAY

Task	Who?	By When?
Talk with co-workers about having a sticker day. Decide if we have enough buy-in to proceed.	All committee members	October 16
Come up with a catchy slogan.	Britney and Ben	October 20
Design the sticker.	Ben	October 22
Raise the money to buy the stickers.	Al, Calvin, Maria, Tonya	October 22
Print up the stickers at a union copy shop.	Freddie	October 23
Make a plan for handing out the stickers. Who will cover which areas?	Britney, Tonya, Maria, Millie	October 23
Inform people of their right to wear stickers, and prep them on how management might react.	All committee members	October 24
Hand out the stickers.	All committee members	October 25
Wear the stickers.	Everyone	October 25
Meet afterwards to debrief how it went.	All committee members	October 25