

Worksheet 51

My Community Project Leadership Planner

Step 1: Define Your Community Initiative

- What local cause, club, or non-profit effort are you organizing?
(e.g., Neighborhood Watch, Local Library Fundraiser, Park Cleanup, Historical Society)
- - **My Initiative:**

Step 2: Choose Your Primary Administrative Focus

- Select the main asset you want to create with your AI Assistant today:
 - ☐ Meeting Agenda & Committee Notes
 - ☐ Grant Application Draft or Proposal
 - ☐ Volunteer Email Newsletter or Announcement
 - ☐ Event Planning Timeline & Roster

Step 3: Run Your Action Prompt

- Fill in the blanks and submit this prompt:
- *"Act as my AI Community Leadership Assistant. Help me create a [Insert Selected Focus Asset, e.g., 1-page grant draft / 200-word newsletter] for our upcoming [Insert Initiative Name] . Focus on reaching [Insert Target Audience, e.g., local donors / neighborhood volunteers] ."*