

READING HACK

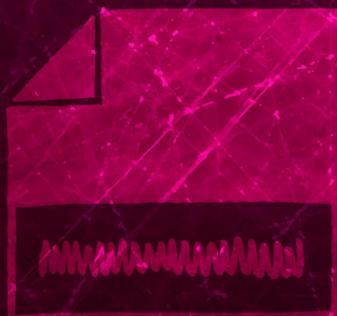


a

GUIDE

to

PLANNING YOUR HACK



THE
READING
AGENCY

PLANNING YOUR HACK

YOU MIGHT WANT
TO SPEND SOME
TIME PLANNING
YOUR HACK
BEFORE YOU GET
STARTED.



PLAN AHEAD

PULLING YOUR PLAN TOGETHER

A plan doesn't have to be anything complicated. A simple to-do list can really help. Write down everything that needs to be done to make the hack happen. If you do this on a computer, don't worry about getting the tasks in the right order, you can change this around later. Or use post-it notes so you can rearrange them.

The key here is to think small:

Don't just lump down 'Run a poetry night' but break that task into lots of smaller jobs -

1. find a venue;
2. check my diary for dates I can do
3. choose a date

It is very satisfying to cross things off your list. Download an app for free from the [App Store](#) like [Wunderlist](#) to help you.

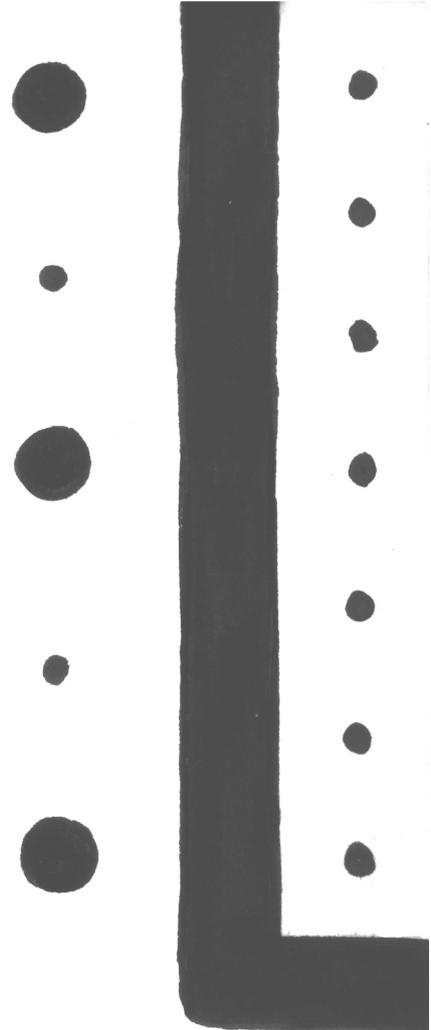
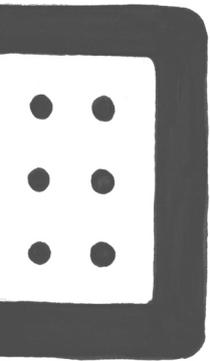
Another way to plan your hack is to plot your to-do list against dates in your diary so you can see what has to be done first, and when each thing has to be completed. This will give you a list of all your 'to do's in a series of rows down the left hand side of a sheet of paper with a list of dates running along the top. Write an 'X' the date column where each thing has to be to be done. article for your blog?

HACK	07/02	08/02	09/02	10/02	11/02	12/02	13/02	14/02
FIND VENUE	X							
BOOK DATE		X						
SEND INVITES			X					
SET UP SPACE					X			
THE EVENT						X		
ROUND - UP								X

BEING A GREAT HACKER

Running your own hack may mean that you have to be organised. You are already half way there by writing your to-do list or schedule, so make sure you keep checking to see that you are doing what you've set out to do.

Some business geeks talk of 'EATING THE FROG'- not literally, but this means ticking off the most difficult task first, the really tricky one that you've been secretly avoiding. You'll be amazed at how motivating it is to cross those nasty tasks off your list.

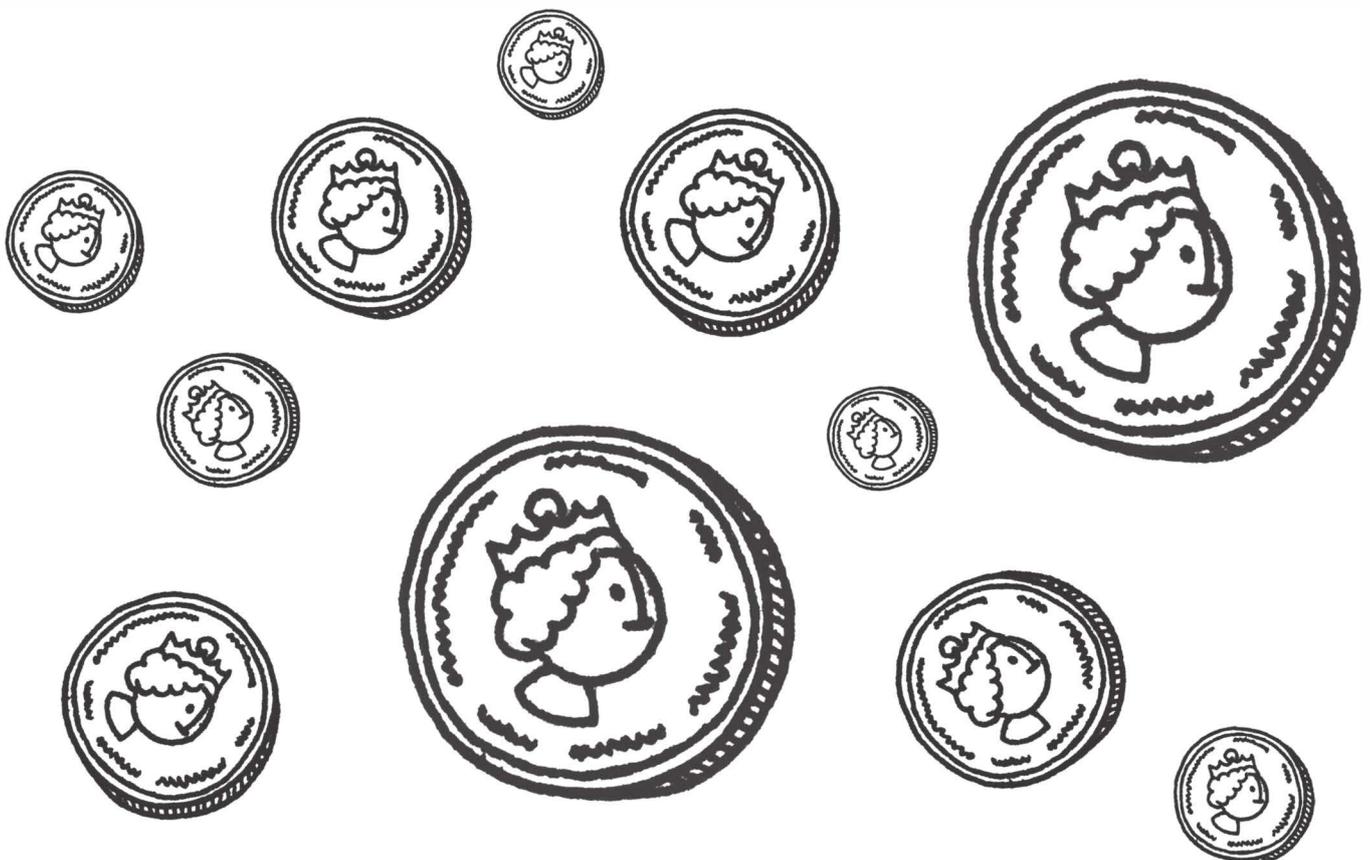


Your budget is the amount of money you'll need to spend to run your hack. Many hacks won't cost a penny, so don't be put off. But others might need a bit of cash to complete. You should think now about how much money you will need and how to raise your funds. For ideas to help you fundraise, google "youth fundraising ideas" or check the [Reading Hack website](#)

Look at your to do list and see which stages will need some money spent on them. Do you want to print any flyers? Do you need to buy any materials?

There are some great [free Apps on the App store](#), like Spending Tracker, which help you draw up a budget and importantly stick to it by logging how much you've spent.

PLANNING YOUR BUDGET



So you've got your plan nailed and your budget sorted. Here are a few final thoughts to make sure you're prepped and ready to start your hack. Ask yourself:

- a What are you trying to achieve?
- b Who is likely to participate in your hack?
- c When/how will you know that it is finished?
- d What the worst thing is that could happen: plan for the worst and expect the best.



**THE WAY TO
GET STARTED
IS TO
QUIT TALKING
AND
BEGIN DOING**

-WALT DISNEY

USEFUL LINKS

Wunderlist: via App Store or at www.wunderlist.com