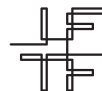


IFTF FORESIGHT
TOOLKIT

Practical tools
for foresight, insight,
and action



INSTITUTE FOR THE FUTURE



FORESIGHT TOOLKIT

ACTION

The last step of the cycle is action—choosing a clear and compelling way forward. With foresight and insight in hand, we are ready to act. Action tools help visualize, organize, and prioritize next steps, identify potential networks of change, and brainstorm new experiments to refine your strategic efforts.



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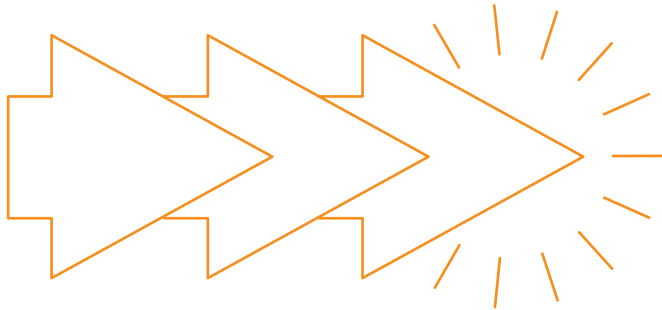
ACTION

BUILD AN ACTION ROADMAP

Roadmaps reveal the steps from here to there, tackling challenges both big and small. They help us get concrete by adding a timeline to our strategies with short-, mid-, and long-term actions.



IFTF FORESIGHT TOOLKIT



WHY THIS TOOL?

- ▶ **Converge** on a narrative and plan of action.
- ▶ **Bring** the future back into the present to understand how to start making the future today.
- ▶ **Create** a visual reference to revisit over time and keep on track.

HOW IT WORKS



ACTION

- ▶ First, **populate the column on the far right** with the goals and elements of a future you want to build. You can use outputs from Draft a Forecast (2.1), Envision Alternative Future (2.4), Ride Two Curves (3.1), or Prioritize Possible Actions (3.4).
- ▶ Working individually, **brainstorm actions** that will help lead to your future on sticky notes.
- ▶ Review these actions as a group and **place them on the roadmap in the short-, mid-, and long-term zones**. If they are easy, place them above the midline. If they are tough, place them below the midline.
- ▶ **Refine actions** by noting necessary decision points, needed innovations or breakthroughs, necessary investments, or new resources required in order to effectively complete your desired action.
- ▶ **Capture milestones or other success metrics** when middle and long-term actions are not obvious or are likely to require refining over time.

TIME: 1 hour to 1 day

PEOPLE: group or individual

MATERIALS: large printout of template, sticky notes, pens, markers

WHAT TO PREPARE:

Ride Two Curves, Prioritize Possible Actions, or Build Resilience



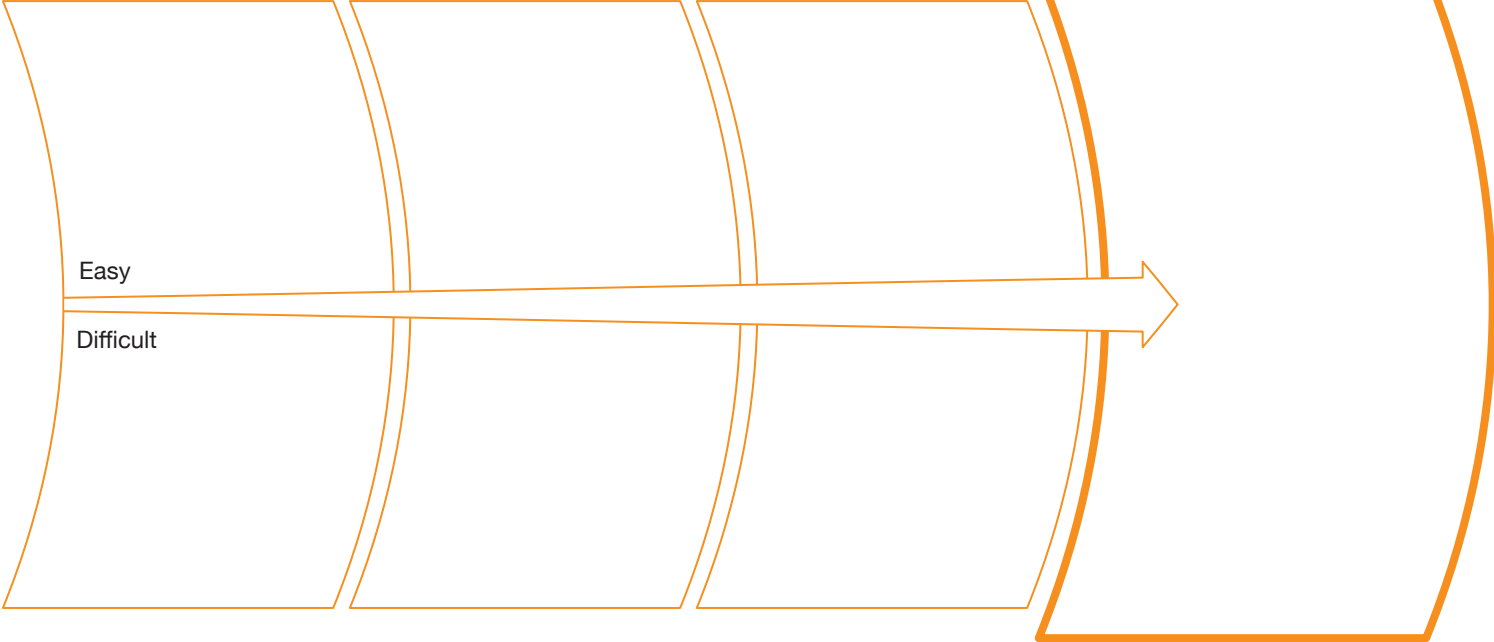
BUILD AN ACTION ROADMAP

GOALS AND ELEMENTS OF THE FUTURE YOU WANT TO MAKE

ACTIONS Short-term

Mid-term

Long-term



TIPS AND VARIATIONS



ACTION

- ▶ Redefine your short-, mid-, and long-term time horizon. Some groups may find concrete horizons of days, months, or years useful.
- ▶ You can repeat this exercise multiple times, or at a higher resolution for each goal or element of your preferred future.
- ▶ Discuss the story that the stages of the roadmap tell, and even write a short narrative.
- ▶ Start making the future! Ask everyone to commit to at least one short-term action while you're gathered as a group.
- ▶ Revisit the roadmap over time to remind yourself of your strategic goals and populate each goal with more short-term action items.

READY, SET, GO!

Actions can be planned in stages, across the short-, mid-, and long-term. Think of long-term actions as organizational visions and short- to mid-term actions as tactics or stepping-stones. Assess how difficult implementing a response strategy may be. A review of your organization's capabilities and limitations can help you begin to identify new areas for investment or partnership.

Congratulations!

You've just mastered one of the **Institute for the Future's** Action tools. Here's a sneak preview of three more!

You can get advanced training in all of our tools, and be certified as a foresight practitioner, in IFTF's 3-day intensive foresight training.





For more information, visit iftf.org/foresight-training or contact: **Lyn Jeffery** | ljeffery@iftf.org



ACTION

FOUR TOOLS FOR ACTING TO MAKE THE FUTURE

This section will help
you make foresight and
insight actionable.

TOOL	USE	OUTPUT
 Build an Action Roadmap	Get very concrete—challenge yourself to be both ambitious in the short term and imaginative in the long term	A shared visual plan of action for making the future
 Test and Learn	Articulate assumptions and create steps between the present and the future	A collection of small-scale efforts that build momentum and help you refine your path
 Rally a Network	Explore strategic partnerships for navigating the future	A map of potential collaborators and partners
 Identify Assets and Gaps	Assess idle or underused assets and critical resource gaps	A list of new potential resources for action

"The future exists first in imagination, then in will, then in reality"

BARBARA MARX HUBBARD

ABOUT THE INSTITUTE FOR THE FUTURE

Institute for the Future is the world's leading futures thinking organization. For over 50 years, businesses, governments, and social impact organizations have depended upon IFTF global forecasts, custom research, and foresight training to navigate complex change and develop world-ready strategies. IFTF methodologies and toolsets yield coherent views of transformative possibilities across all sectors that together support a more sustainable future. Institute for the Future is a registered 501(c)(3) nonprofit organization based in Palo Alto, California. For more, visit www.iftf.org.

OWNERSHIP & USAGE GUIDELINES

As a research and educational organization, IFTF's mission is to build more foresight capacity in the world by providing tools and resources to help people better anticipate the future to make decisions in the present. To this end the IFTF Foresight Studio Toolkit and Templates are held under an IFTF copyright and licensed under the Creative Commons 4.0 International License (CC BY-NC-ND 4.0). If you are a certified IFTF Foresight Practitioner, we encourage the reproduction and use of these tools within your organization(s) and in your own practice of foresight education for any non-commercial, attribution-only, non-derivative use.

For more information about using these tools or how to bring a Foresight Workshop to your organization with customized content, please contact:

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