

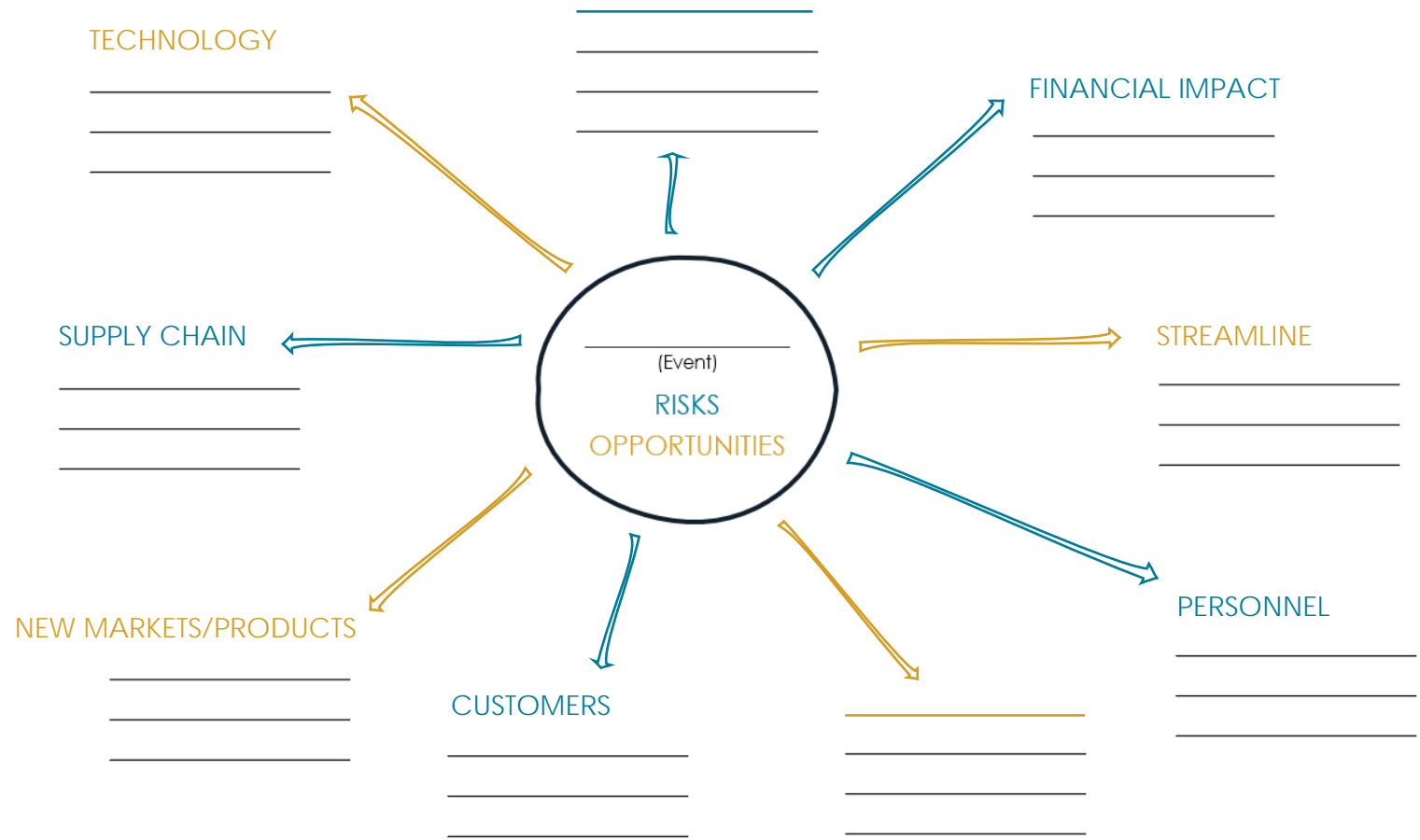
# SIGNIFICANT EVENT PLANNING

Facing a significant event can be an extremely challenging time for business. Use this tool to brainstorm the major risks you may be facing and to identify any potential opportunities you could take advantage of.

## INSTRUCTIONS

1. Enter the event you are assessing in the middle of the Mindmap eg. Covid-19, Drought
2. Use the prompts to identify what risks need mitigating using the blue sections
3. Use the yellow sections to list what opportunities may be available
4. Using the table, list the risks and the opportunities that would have the highest impact on your business
5. List the relevant actions that are required to mitigate the risks, or to leverage the opportunities

“Take control of that which you can control”  
- Stephen Covey



KEY FOCUS	ACTION ITEMS
<p>RISKS</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	