

自查清单：「学会新本领」活动最容易办砸的六个坑

方案写完别急着交，对照下面六个坑自查一遍，每个坑都给出「出现什么信号说明踩了」和「怎么一句话补救」。

坑一：展示变成表演。信号是报名单上写着「完整跳一套武术操三分钟」。三十秒演示加一句讲解才是展示，三分钟表演会把四十分钟的环节撑爆。补救：在方案里写明「每个节目不超过四十秒，超时主持人摇铃」。

坑二：故事环节冷场。信号是「请同学自愿上台讲故事」后面没有别的安排。补救：提前一天在班里收三个故事，写在提纲卡上，主持人手里有底，台上的人也不慌。

坑三：合影拖堂。信号是方案里合影排在「活动结束后」。一放学人就散，合影永远拍不成。补救：把合影钉在故事讲述结束后的五分钟内，写进时间表，精确到分钟。

坑四：物资没人管。信号是清单只写「需要相机、扩音器、背景板」。补救：每项物资后面加负责人姓名和归还时间，没有姓名的条目等于没有这项物资。

坑五：只有积极分子报名。信号是报名两天只有五个人。多半是没人敢报，补救办法是班委先带头报两个，再宣布「会一点就算本领，不需要精通」，把门槛说破。

坑六：方案只有老师看过。信号是班委不知道自己当天干什么。补救：交方案前把分工页单独打印，每个班委在自己的名字后面签名，签过名的方案才算生效。

六个坑逐个打勾，全过再交。活动办砸很少是因为没有创意，多数是上面六条里的一条没人管。

自查的顺序也有讲究：先看坑四和坑六，这两条是方案能不能跑起来的地基，物资没人认领、班委没签名，创意再好也落不了地；再看坑一和坑三，这两条决定活动当天流程会不会失控；最后看坑二和坑五，这两条决定现场气氛，属于锦上添花。地基没打牢之前，不必在气氛问题上反复改稿。

还有一条隐藏规则：每个坑的补救句都要能直接抄进方案正文，而不是「注意避免」这种空话。写「每个节目不超过四十秒，超时主持人摇铃」，班委当天就知道摇铃的是谁、怎么摇；写「注意控制时长」，等于没写。自查清单的产出不是打勾，而是六句能落地的话。

A Self-Check List: Six Ways a Learn-a-New-Skill Activity Goes Wrong

Before handing in the plan, check it against the six pitfalls below. Each one lists the signal that shows you stepped in it and one sentence that fixes it.

Pitfall one: the showcase turns into a performance. The signal is a sign-up sheet reading a full three-minute martial arts routine. A thirty-second demo plus one sentence is a showcase; a three-minute act blows up a forty-minute slot. Fix: write

in the plan that every item is capped at forty seconds and the host rings a bell on overtime.

Pitfall two: the story segment dies in silence. The signal is an empty line after please volunteer to tell a story. Fix: collect three stories in class the day before and put them on outline cards, so the host has something in hand and the speakers are not nervous.

Pitfall three: the group photo gets postponed forever. The signal is the photo scheduled after the activity ends. Once school is out, people scatter and the photo never happens. Fix: pin the photo to the five minutes right after story telling, in the timetable, to the minute.

Pitfall four: nobody owns the supplies. The signal is a list that only says camera, amplifier, backdrop. Fix: add an owner name and a return time after every item; an item without a name is an item that does not exist.

Pitfall five: only the eager kids sign up. The signal is five names after two days. Usually it is shyness, not laziness. Fix: class officers sign up first, then announce that knowing a little counts as a skill, no mastery needed, so the bar is said out loud.

Pitfall six: only the teacher has read the plan. The signal is that class officers do not know their own jobs for the day. Fix: print the duty sheet separately before submitting, and have every officer sign next to their own name; a plan counts only after the signatures are in.

Tick all six boxes before submitting. Activities rarely fail for lack of ideas; they fail because one of these six lines was left unowned.

The checking order matters too. Start with pitfalls four and six, the foundation of whether the plan can run at all: supplies without owners and officers without signatures mean no idea lands. Then check pitfalls one and three, which decide whether the day itself stays under control. Finish with pitfalls two and five, which shape the mood and are the polish on top. Do not rewrite the mood lines over and over while the foundation is still soft.

One hidden rule: every fix sentence must be copyable straight into the plan, not empty phrases like take care to avoid. Write every item capped at forty seconds with the host ringing a bell on overtime, and the officers know who rings and how; write pay attention to time limits, and you have written nothing. The output of a checklist is not ticks but six sentences that can run.