

PLANNING TO ACHIEVE A GOAL



After *goal setting*, it is essential to have a plan of action to accomplish the goals. Working with members to formulate effective strategies will enable your organization to effectively and efficiently achieve your goals.

Here are some things to consider when planning to achieve a goal:

- Make sure that the group has established achievable long and short term goals (see *Goal Setting* tip sheet).
- Clearly outline action steps toward accomplishing the goal.
- Discuss obstacles a member may encounter in achieving his or her goal and what may be done to overcome these barriers.
- Work with members to formulate a timeline of when each action step should be completed.
- Evaluate resources e.g. money, people, machines, material, time, experience, and energy that will be needed.
- Assign each member, or group of members, responsibilities relating to the action steps. Monitor progress in meetings and acknowledge when steps are completed.
- Document discussions and plans relating to goals. This will help to clarify what decisions have been made as well as each person's responsibility.
- Continually assess progress towards goal with the group and be willing to modify the plan of action when appropriate.

"Good plans shape good decisions. That why good planning helps to make elusive dreams come true."
-Anonymous