

# Action Planning Worksheet

## Goal Development

★ **Brainstorm the top priorities for your organization**

- **Membership retention and recruitment** (You cannot use this as one of your goals)

★ **Rank order your organizational priorities**

	Priority	Competency Focus
1	Membership retention & recruitment	
2		
3		
4		
5		

★ **Choose the 2 priorities your organization will focus on and answer the following questions for each:**

Goal 1	Goal 2
What is the specific goal?	What is the specific goal?
Why is this goal important?	Why is this goal important?
What will be the outcome if you succeed?	What will be the outcome if you succeed?

## Objective Development

★ Turn each goal into a question

○ Goal 1:

○ Goal 2:

★ Answer the question you wrote for each goal (determine how you will address each priority)

○ Identify THEMES, not specific action steps

○ Try to keep it to 3

Goal 1	Goal 2
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## Action Step Development

★ Turn each objective into a question

○ Goal 1:

■ Objective 1:

■ Objective 2:

■ Objective 3:

○ Goal 2:

■ Objective 1:

■ Objective 2:

■ Objective 3:

★ Answer the question you wrote for each objective (determine what steps you will take to accomplish each objective).

○ Try to identify 3 specific steps you can take to accomplish EACH objective

○ 3x3x3