



# Action Planning

For each goal that your organization sets, it is important to create an action plan that will enable your members to accomplish the goal in a timely and efficient way. There are a number of questions your members will need to answer in order to fill in the action plan for each goal:

1. What is the goal your organization is trying to achieve?
2. Why are you trying to achieve it?
  - How is it meaningful and relevant to your mission?
  - How does it challenge your members and allow them to grow?
  - How does it benefit your constituencies?
3. What are the tasks that need to be accomplished in order to achieve your goal?
4. Who is responsible for completing each task?
5. When will each task be completed?
6. What are the resources you will need in order to accomplish your tasks?
  - people, money, materials, etc.
7. What are potential barriers or obstacles?
8. How will you know when your goal is accomplished?
  - How will you gauge the impact of your actions on your constituencies?



<b>1</b> <b>What?</b> <b>(Goal)</b>	
<b>2</b> <b>Why?</b> <b>(Purpose)</b>	
<b>3</b> <b>Tasks</b>	
<b>4</b> <b>Delegation</b>	
<b>5</b> <b>Timeline</b>	
<b>6</b> <b>Resources</b>	
<b>7</b> <b>Obstacles</b>	
<b>8</b> <b>Reflection</b>	