

Zone Chairperson Workshop

Zone Goal Setting and Action Plans



*Participant
Manual*



Session Objectives

At the end of this session, participants will be able to:

- Set Smart Goals
- Create Action Plans
- Apply SMART Goal and Action Plan Knowledge

Smart Goal Questions

Think about the points below as you develop your example goals.

Smart goals are:

Specific: What needs to be done?

Measurable: Can it be measured?

Actionable: Can it be done?

Realistic: Is it attainable?

Time-bound: When will it be done?



Smart Goal Statements

Goal Statement 1

Encourage the clubs in my zone to complete Club Quality Initiatives.

Make it...

- Specific
- Measurable
- Actionable
- Realistic
- Time-bound

Revised Goal Statement:

Goal Statement 2

I want zone club officers to complete challenges/opportunities or SWOT analysis.

Make it...

- Specific
- Measurable
- Actionable
- Realistic
- Time-bound

Revised Goal Statement:

Smart Goals Statements (continued)

Goal Statement 3

Visit clubs in my zone and spend time with both general membership and the club board.

Make it...

- Specific
- Measurable
- Actionable
- Realistic
- Time-bound

Revised Goal Statement:

Goal Statement 4

Assist the District GMT if a district is planning to charter a new club within my zone.

Make it...

- Specific
- Measurable
- Actionable
- Realistic
- Time-bound

Revised Goal Statement:

Action Plan Definitions

Think about the points below as you develop an action plan.

Goal Statement

A goal should be specific, measurable, actionable, realistic and time-bound.

Action Step

Action steps breakdown the main goal into smaller, more specific actions that will be taken to help achieve the goal.

Responsible Party

Who is best suited to complete each step and how will you communicate with and motivate that person to complete their assigned step?

Required Resources

Are there additional team members needed? Will funding be required? If so, where will the funding come from? Are specific materials needed to complete an action step?

Date to Begin/Due Date

Provide a clear schedule for beginning and completing action steps.

Assessment

Review your action plan periodically and determine how you will assess progress towards the goals

Alterations

If the assessment determines changes need to be made, what changes will you make?

Example Action Plan

Smart Goal Statement				
Action Step	Responsible Party	Required Resources (team members, technology, funding, etc.)	Date to Begin	Due Date
Assessment		Alterations		

Zone Goal Action Plan

Smart Goal Statement				
Action Step	Responsible Party	Required Resources (team members, technology, funding, etc.)	Date to Begin	Due Date
Assessment		Alterations		

District Goal Action Plan

Smart Goal Statement				
Action Step	Responsible Party	Required Resources (team members, technology, funding, etc.)	Date to Begin	Due Date
Assessment		Alterations		

Notes: