

# 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: