

# Zone Chairperson Workshop

## *Zone Goal Setting and Action Planning*



*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 club membership chairpersons in my zone to recruit new members.***

**Make it...**

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

**Revised Goal Statement:**

## Goal Statement 2

***I want zone club officers to adopt Global Membership Approach best practices found in the resource, Plan for Your Club's Success.***

**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 or GET with chartering 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 break down 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

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

# Zone Goal Action Plan

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

## 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: