****Click or tap here to enter text. Action Plan

Organization Name: Click or tap here to enter text.

Action Plan Organizer:

 Name: Click or tap here to enter text.

 Email: Click or tap here to enter text.

 Phone Number: Click or tap here to enter text.

Date of Goal Setting: Click or tap to enter a date.

SWOT Analysis

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Opportunities for Improvement | Threats to Success |
| Click or tap here to enter text. | Click or tap here to enter text. |

Goals

Utilize a SMART Goal format. S = Specific, M = Measurable, A = Achievable, R = Relevant, T = Time Bound

|  |  |
| --- | --- |
| Goal #1 | Click or tap here to enter text. |
| Goal #2 | Click or tap here to enter text. |
| Goal #3 | Click or tap here to enter text. |

To achieve goals, there are sub-actions typically needed. They typically need to happen in a specific order and be assigned to someone to be completed. Utilize the tables below to outline each goal.

|  |  |
| --- | --- |
| Goal #1 | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description | Who’s Responsible | Due Date | Other Notes to Consider |
| Sub-Step #1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Goal #2 | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description | Who’s Responsible | Due Date | Other Notes to Consider |
| Sub-Step #1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Goal #3 | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description | Who’s Responsible | Due Date | Other Notes to Consider |
| Sub-Step #1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Sub-Step #5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

Setting goals is only half the work of making progress. Reflection is necessary so you can continue to make progress and bridge officer transitions, when applicable. Reflection should happen regularly, but it’s encouraged that at the end of the awarding year, the chapter reviews their progress on the goals they set at the beginning of the awarding year.

Date of Action Plan Reflection: Click or tap to enter a date.

What progress did you make towards Goal 1?

Click or tap here to enter text.

What progress did you make towards Goal 2?

Click or tap here to enter text.

What progress did you make towards Goal 3?

Click or tap here to enter text.

How do you think your chapter grew in this area because of this action plan?

Click or tap here to enter text.

What’s something you’d like to see during the next GAAP Awarding year in this area?

Click or tap here to enter text.

Other Reflections:

Click or tap here to enter text.