



How to Have an Effective Planning Time

Putting Christian Principles into practice through programs that build spirit, mind and body for all. www.ymcamission.org

- 1) Compile a list of all on-going activities/events that you plan on doing in upcoming year
- 2) Add to the bottom new ideas being considered. (see Ideas & On-going events example)
- 3) Email out the list to members and ask for their comments or other ideas they would like to explore
- 4) Receive & Review feedback from members
- 5) Prepare for the planning meeting, by reviewing the pool of new ideas. Evaluate them by
 - which ones give most bang for the buck?
 - which would enhance a current event/activity?
 - which would be pioneering in a new area - usually this takes more effort, but is worth it for good ideas?
- 6) Convert Goals & Ideas into a Chart of work. This keeps you actively engaged in completing your goals.