

Program Goals and Planning: A Worksheet

This worksheet can be used to create a concise overview when setting goals and structuring the accomplishment of those goals. Expand the boxes as needed.

1. Write down your vision statement as a guide. (A vision statement is an aspirational description of what your chapter would like to accomplish in the future. It is intended to serves as a clear guide for choosing current and future courses of action.)
2. In what areas do you need to set goals? Consider fundraising, budget, volunteer needs, etc.
3. Note the specific goal(s) for each area
4. Set a general timeline (this month, within 3 months...)
5. The last column can be used to list steps, assign specific tasks, and/or note resources needed.

VISION STATEMENT

| Goal Areas | Specific Goals | Timeline | Activities/Notes |
|------------------------|---------------------------|------------|---|
| EXAMPLE: Partnering | Find a compatible partner | This month | Establish criteria for choosing a partner school Contact inner-city Catholic School that best meets the criteria to set up meeting |
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