

Strategic Planning Worksheet

Lesson #1: Big, Hairy, Audacious Goals

1. What problems is your organization trying to solve?
2. What will your organization look like in three to five years?
3. What impact will your organization have made on the community?
4. What is your organization's overall goal?

Create a branded list of your BHAGs that can be distributed to your company.

For more information on BHAGs, refer to Section #1, Lesson #1 of the e-Learning course.

Lesson #2: Business Drives, Technology Enables

1. How does your organization's technology make your job easier?
2. When is your next scheduled technology refresh?

Create a strategic business plan that will break down how you will achieve your goals. Break this plan into bite-sized chunks that can easily be absorbed by your organization.

For more information on working with technology, refer to Section #1, Lesson #2 of the e-Learning course.

Lesson #3: Change the People, or Change the People

1. Think about your team – are there people who might not support your goals? What will you do about it?

Create a communication plan so your team understands what your organization's goals are and you achieve purity of message.

2. What processes do you have at your organization? Draw them out.

Simplify your processes into an easy-to-follow process flow diagram that can be distributed to employees.

For more information on evaluating your staff, refer to Section #1, Lesson #3 of the e-Learning course.