



Change is necessary for growth. A leader facilitates change and growth. A good goal and plan will help all of us as leaders do that. Remember without a goal and plan you are going nowhere. Organizations need to be always moving to attract new members with great ideas to keep us moving forward.

Change is beautiful and wonderful too!

Presented by the Leadership Team for 2020-2022

## California Federation of Women's Clubs



Goals  
need a Plan  
2020-2022

## Achieving goals with a plan

There are going to be a few ways in this booklet to do this.

I worked with the County as an inspector. They gave us a Binder (regular work) with our work for the Calendar Year. We needed to get that work done. You were not told where or when to do your work. Added to that binder were six areas of specialty work divided between 6 Inspectors. We had to plan for that plus some work needed two people so we had to add time to help each other with our work. We have our year divided up into 3 parts vacation time and yes, even sick time.

So this is what we ended up with

52.1 weeks in a year

3 weeks vacation (I come first)

2 weeks sick (just in case)

4 weeks helping others

6 weeks specialty area

37.1 regular work

Number of inspections divided by 37.1

This is what my year looked like each year for 32 years. Not really because I forgot to factor in surprises.

But it was a place to start. Every day I set a daily goal to reach each of my weekly goals to reach my yearly goal.

Not every job fits in this mold but surprisingly they do all have tasks that can be planned as easily if you break them down.

## Pick one & make a simple Plan

Think about what you need to do and in what order. The order may be important.



A.

B.

C.

D.

E.

F.

## Write some of your own Goals

Use as much space as you need.

Be specific! The more Specific-the easy  
it is to make a plan.

1.

2.

3.

4.



## The Regular Club Year

regular club meetings

Finding speakers for meetings

executive committee meetings

Fund raising committee meetings

Budget meetings

Bylaw committee meetings

District Meetings

CFWC State Meetings

District Conventions

CFWC State Convention

GFWC International Convention

You have to fill in the number of  
meetings because every Club and  
District are different but see how easy  
this can be. Your year is planned.



## Louie's Goal Setting & Planning

Louie's **goal** is **to get his Favorite Toy** that is hidden on the mantel by his mom.



**Louie knows he has to figure out a way to get that toy.**

**GOAL.** It is a stick with a dangling hot pink worm for those who want to know.

### PLAN

First thing he has to do is check out where the toys is.  
Can he reach it ?

Louie is seeing if he is tall enough if he stands on his hind legs.



Louie can touch the Crystal Seahorse but he can't lift himself up to get to the top of the mantel.



## Goal:

Make a Membership Orientation  
Power point Presentation

### Plan:

Step one:

Think about what you want  
in the presentation

Step2:

Research what should go  
in the presentation

Step3:

Find photos to help tell your story  
of Federation

Step 4:

Tell your story of Federation  
in a logical progression

Each of these steps can become  
a goal & broken down further  
into more steps.

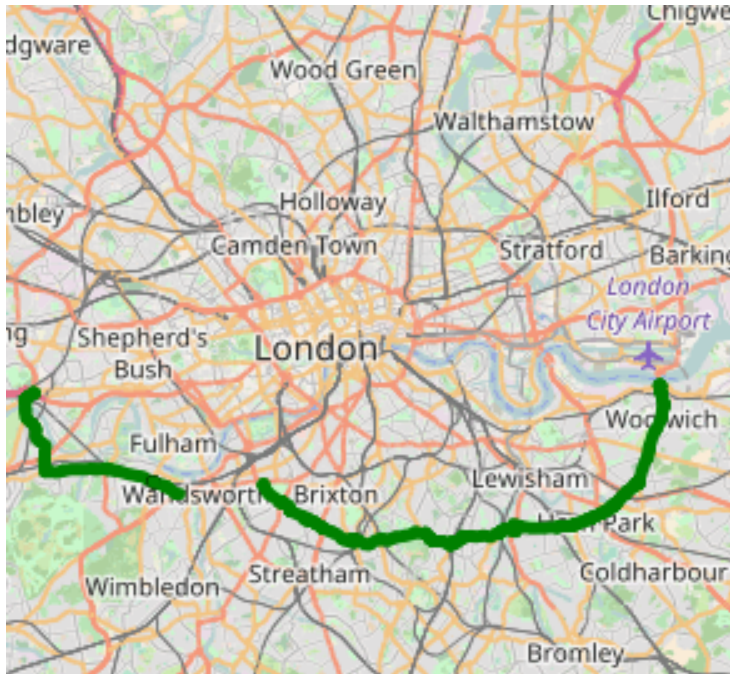


Learning how to make a  
Power Point Presentation may be  
big goal if you don't have a lot of  
computer skills.



# What is a Plan?

It's a simple road map to get you where you are going.



Remembering that there may be detours along the way.

The simpler you make it the easier it will be to follow it.

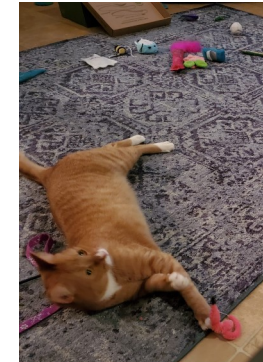
As you write your plan try & think of everything you can.

Knowing that there will always be unseen road hazards.



So he has to stop and think this over.

Resting while coming up with a new plan.



**Changing his GOAL!**

Louie has a new goal & plan to cause Mom more problems!

# The Goal

**The thing you want or what you want to do or what needs to get done.** The more you can spell out your goal the better. Be specific! You may even have to **adjust** this goal if the plan doesn't work out.

Louie did. Don't give up.

To give \$10,00 to the Foster Children Program at The Taylor House.

Louie wants his favorite toy.

I had to get my work done in 37.1 weeks.

To get 10 new members by Dec. 25th

To learn to speak Greek before my trip to Greece next year.

To double the readership of Quick Bytes this year.

To teach each club how to give a membership orientation



# The Plan

You saw that my work plan **had a goal**, **took time** and **had steps**. Louie took his **time** and had **steps** and Louie's **plan changed** when his first idea didn't work. Your plan must be **flexible** too. Not every plan will work the first time, be willing to change it and change it again and change it as many time as needed to reach the goal or change the goal.

A plan is the how to do something.

First you...

Then you...

Then you...

Then you...



Sometimes you have little goals that help you reach the big goals. Not all goals have to be the big final goal.

