

10. **Observe time frames.**
11. **Seek common ground and action—not problems and conflict.**
12. **No lectures.**

## Appendix C

# Setting Goals

## 1. Develop a work plan

Groups that want to accomplish something and not just do meetings for the sake of updates or meeting requirements generally opt to develop a work plan. This task involves the whole group and is not the sole responsibility of the facilitator or chairperson. A work plan that is developed annually, or every couple of years can provide an effective framework to track and measure progress. As time progresses, plans can be altered to reflect current realities, but the work of the group will not be random or reactionary. A well written work plan should include these components:

- Purpose
- Activities
- Individual tasks and responsibilities
- Timelines for every action

## 2. Practice ongoing evaluation

- Empower the group by developing an ongoing cyclical process: Plan, Do, Evaluate, Reflect
- Have a clear understanding of the purpose or expected outcome for every activity.
- Keep a record of what has been done, and what happened as a result.
- Measure results against those expected outcomes.

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- Use that good information or data as a source of information for future decisions.

