PLANNING PROCESS

Determine your objectives
(what you want to achieve)

Establish a baseline
(what your current impact is)

Set targets
(where you want to get to)

Put your plan into action

Make a plan
(who, what, where and when)

Brainstorm actions
(to get you there)

Check your progress and adjust actions (if needed) to achieve your target

Take any lessons on board for future planning and celebrate success!

Top tip:
Don't try to do everything.
Pick achievable and
deliverable actions, save
the rest for next year!