

# Performance Planner

Studies have shown that one of the things that all peak performers have in common is written goals. Many of us believe in having goals but few take the time to actually write them down. We tend to dedicate our time to that which is urgent and never find the time to establish a clear performance plan that will enhance our overall effectiveness. Goal setting is a way that each of us can positively impact our own ministry effectiveness.

## **Step #1 Identify the top 10 needs in your area of ministry.**

In order to identify the crucial needs in your area you can think of it in four different terms: ***needs, problems, projects or dreams***. Ask yourself questions like: what needs to be done to help this area run according to our core values? What are the problems in my area of ministry that need solved? What major projects are coming up this trimester that needs to be a top priority? What dreams do I have for my area that will make it better? Now brainstorm a list of 10 items.

	Priority
1.	
2.	
3. _____	
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____

**#1b.** Go through the list above and in the space to the far right place these needs in priority order.

## **Step #2 Write out your Objectives for the Trimester**

Now take the top three priorities you identified in your list in step 1 and write out in sentence form 3 objectives for this coming trimester. Remember an objective is a broad statement of something you want to accomplish.

1.

2.

3.

### **Step #3 Write goals that will enable you to accomplish each objective**

Think through each of your objectives carefully. Write out 3-5 measurable goals that will enable you to accomplish the objective.

\_\_\_\_ **Objective 1:**

\_\_\_\_ Goal 1:

\_\_\_\_ Goal 2:

\_\_\_\_ Goal 3:

\_\_\_\_ Goal 4:

\_\_\_\_ Goal 5:

\_\_\_\_ **Objective 2:**

\_\_\_\_ Goal 1:

\_\_\_\_ Goal 2:

\_\_\_\_ Goal 3:

\_\_\_\_ Goal 4:

\_\_\_\_ Goal 5:

\_\_\_\_ **Objective 3:**

\_\_\_\_ Goal 1:

\_\_\_\_ Goal 2:

\_\_\_\_ Goal 3:

\_\_\_\_ Goal 4:

\_\_\_\_ Goal 5:

\_\_\_\_ **Objective 4:**

\_\_\_\_ Goal 1:

\_\_\_\_ Goal 2:

\_\_\_\_ Goal 3:

\_\_\_\_ Goal 4:

\_\_\_\_ Goal 5:

#### **#4. Write out Action Steps**

Each goal can be accomplished in several ways. Take one goal at a time and ask yourself the following question: *How will I accomplish this goal?* On the performance planning worksheet on the next page list each of your goals and write out all the action steps that you can think of that will help you accomplish this goal. Also put a date by each item so you can have an idea of a reasonable and realistic timeline. Many people stop the goal setting process at this point. This step requires a little more thought and work, but every hour used in planning can reduce execution by 3-4 hours.

# Performance Planner

## Objective #1

### Goal#1

#### Action Steps

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### Goal#2

#### Action Steps

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### Goal#3

#### Action Steps

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# Performance Planner

## Objective #2

### Goal#1

#### Action Steps

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### Goal#2

#### Action Steps

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### Goal#3

#### Action Steps

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# Performance Planner

## Objective #3

### **Goal#1**

#### **Action Steps**

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### **Goal#2**

#### **Action Steps**

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### **Goal#3**

#### **Action Steps**

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# Performance Planner

## Objective #4

### Goal#1

#### Action Steps

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### Goal#2

#### Action Steps

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### Goal#3

#### Action Steps

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