



Creating a Program of Work

State Officer Team



Begin with a Mission Statement

- What is the mission of your CTSO?
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After the mission statement then what?

- Discuss team goals
 - Make a list of ideas
 - Make the ideas SMART
 - SMART goals make it to the Program of Work (POW)
 - Create POW
 - Complete goal/accountability chart/timeline
 - Have fun!
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Possible Goals

- Leadership
 - Civic consciousness
 - Vocational understanding
 - Social responsibility
 - Membership
 - Publicity
 - Etc. etc.
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Brainstorming.....

- Everyone shares
 - Jot ideas where everyone can see them
 - Review, rethink, rewrite
 - Remember to keep in mind how much you can handle
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SMART Goals

Specific

Measurable

Achievable

Relevant

Time

Put ideas through the SMART test

- Review goals with SMART qualities in mind
 - If pass, then add to POW
 - If fail, then move on
 - You're almost done now!
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Create the POW

- Brainstorm objectives
 - Using calendar, plan monthly objectives
 - Complete POW goal sheet
 - Complete accountability sheet
 - Turn in to your State Officer Coordinator
 - You're done!
 - Get ready for a great year!
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Let's get started...
