

For the "Advisor's Toolbox"

Creating a Program Vision for the year

- Have a game plan for the years there are better reasons than "we did it last year"
 - Know what a good year will look like avoid large peaks and valleys
 - Understand you cannot do it all
 - Have 3 or 4 major focuses for the year
- "what we are going to focus on first"
- items can be added after these are addressed
- Its better to have 4 things go well than 6 to be so so
 - Allow for for mid course evaluation and adjustment
- What is our record so far ? ?

From: Making It a Great Year
A presentation developed by Tom Heethuis

Program Vision for the Year

Listed below are our major program focus areas for the year:

Focus #1 _____ Date: _____

Projects planned for this focus area:

Focus #2 _____ Date: _____

Projects planned for this focus area:

Focus #3 _____ Date: _____

Projects planned for this focus area:

Focus #4 _____ Date: _____

Projects planned for this focus area:

Focus #5 _____ Date: _____

Projects planned for this focus area:

Goal Setting Hints:

Make your goals SMART

Specific - state exactly what it is you want to achieve

Measurable - the results can be seen and the outcomes can be counted

Attainable - appropriately challenging, but doable with available resources

Relevant - are encompassed by the vision and addresses an identified need

Timely - has a reasonable timeline and deadline for measurement of progress

Goal Setting Formula: $10 + (\text{year}) \times (\text{objective}) \times (\text{timeframe})$

Take the time to envision your goals and achieve:

- Make a game plan of your goals. They will not write to help you.
- Take small steps towards your goals. This breaks down the challenge.
- Post your goals in a visible spot. They remind you of the job ahead.
- Periodically reassess your goals to see if the vision has changed.

Program Vision for the Year

People and Projects

August	September	October	November
December	January	February	March
April	May	June	July

Plan program, not just projects

Do our projects fit our goals?

A goal is a dream with a deadline

Focus #4

Projects planned for this focus area: _____ Date: _____

[illegible]

bioRxiv preprint doi: <https://doi.org/10.1101/2020.05.14.243821>; this version posted May 14, 2020. The copyright holder for this preprint (which was not certified by peer review) is the author/funder, who has granted bioRxiv a license to display the preprint in perpetuity. It is made available under aCC-BY-NC-ND 4.0 International license.

[illegible]

make you goals smart!

100

- Take the time to critique your goals and vision.

- Take small steps towards your goal. This breaks down the challenge.
- Post your goals in a visible spot. They remind you of the job ahead.

Program Vision for the Year

People and Projects:

[illegible]

Plan program, not just projects

Do our projects fit our goals?

A goal is a dream with a deadline