

Plan like a pro tipsheet

Planning involves deciding what you want to do and determining the best way to do it while organizing tasks, time, and resources. It reduces confusion, brings clarity, and helps the co-op complete work more easily and efficiently.

Strategic Plan vs. Annual Plan

A **strategic plan** shows where the co-op wants to go over the next three to five years. It helps everyone share the same vision and guides yearly goals by clearly setting out the co-op's vision, mission, core values, and main priorities.

An **annual plan** shows what an organization will focus on in the coming year. It turns the long-term goals from the strategic plan into clear actions, priorities, and tasks so everyone knows what needs to be done and can track progress throughout the year.

Pro Tip: *An annual calendar lists key activities and deadlines for the year so people can plan and complete important tasks on time.*

Plan SMART: Having a SMART goal helps keep goals simple and achievable by clearly saying what will be done, how success will be measured, whether the goal is attainable and realistic, and when it needs to be finished with a clear deadline.

