

Exercise: Planning Time

Instructions

Take a few moments to reflect on the quantity, reliability and quality of the time you spend planning alone and with your team.

Are you able to spend 10% of your time planning each week?

Is this reliable, or hit and miss? Is it at a regular time and place? What pushes planning time off your calendar?

What about the quality of your planning? During your planning time are you able to review external factors (using your Court Sense!) and internal factors – considering bad and good news, and information you’ve gained through porpoising?

Are infrastructure priorities part of your weekly planning and priority setting? Do you have a way of re-affirming your top priorities and reviewing your best ideas?

Answer these same questions for the planning you and your staff engage in.

Based on these reflections, what changes, if any, are you inspired to make in your planning?

Example:

What I do now	What I will try
<p>Current planning “rituals”:</p> <p><i>I plan every Sunday afternoon. This interferes with family time but it’s the only day I seem to have enough quiet.</i></p> <p><i>I don’t have a specific quarterly planning schedule.</i></p>	<p><i>I don’t really see how to change this (since I can’t get up any earlier than I do now), so I’m going to live with it.</i></p> <p><i>I will set up a quarterly staff planning 1-day session.</i></p>
<p>How is the quality of my planning?</p> <p><i>A lot of my planning is task oriented right now. It’s mainly about what I need to get done next week.</i></p>	<p><i>Over a few weeks time, I want to step back more, and incorporate some of the stuff I’m learning in this class – outside forces, infrastructure building, things happening inside the organization. Maybe I’ll try just one topic this week.</i></p>
<p>What pushes planning time off my calendar?</p> <p><i>Urgent needs from my staff, funders, general noise. That’s why I have to do it on the weekend when I have alone time.</i></p>	<p><i>I will try setting up a regular planning session with my team, maybe every 2 weeks. I still need my Sunday alone time, but if we also have a staff meeting for an hour, I will be less likely to let something else push it off my calendar.</i></p>
<p>How much of my current planning is done alone? With my team?</p> <p><i>Most of my planning is alone right now. Ad hoc conversations with staff members where we talk through plans sometimes.</i></p>	<p><i>Same as above – regular planning meetings with my staff. Every two weeks for ongoing things, and then quarterly for something more strategic.</i></p>

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What I do now	What I will try
Current planning "rituals"	
How is the quality of my planning?	
What pushes planning time off my calendar?	
How much of my current planning is done alone? With my team?	