Strategic Planning Pack for Australian Regional Areas + LSC's of Narcotics Anonymous

Why do we Plan? *(from NA Planning Basics)*

"*Planning helps carry the message to the addict who still suffers. When we plan, we ensure that our message of hope will be available, in the future, to any addict who desires recovery from active addiction. Quite simply, planning makes our services more effective; it helps us work toward a common goal.*"

The Goal of Strategic Planning *(from NA Planning Basics)*

"For all service bodies to move from reactive to proactive, to recognise and address holes in how we are fulfilling the service body's purpose, to improve the service body's ability to perform their purpose."

How to Plan

Schedule a Service Committee meeting for the intention of Strategic Planning. This meeting can be chaired and led by a local member of the Service Body, or members of the Regional Strategic Planning Sub-committee can attend to provide guidance and support.

Reach out to the Strategic Planning Chair via email Strategicplanning@na.org.au

The Strategic Planning Sub-committee has compiled a simple template to follow, which provides the foundations to develop an initial Plan, based on these 3 questions:

1. *Why are we here? (Why does this Service Body/Committee exist?)*
2. *What is our wish list? (What outcomes does the Service Body/Committee want to achieve and in what time frame?)*
3. *What are our 5 top actions? (What five SMART actions will help us achieve "wish list")*
   **SMART: Specific, Measurable, Achievable, Realistic, Timely*

The Regional Strategic Planning Sub-committee has developed a powerpoint slide set with these Planning questions. This slide set can be requested via the Strategic Planning Chair (see email above).

How to Execute the Actions/Strategic Plan

Executing the top 5 actions requires a combination of clear planning, regular communication, resource allocation, and accountability measures. The steps to fulfill the Strategic Plan have been outlined below:

1. Establish Clear Objectives and Goals (this is completed via the 3 questions process)

• Define Objectives: Ensure that each sub-committee has clear and specific objectives that align with the overall strategic goals of NA. 1. Why we exist? 2. Wish List 3. Top 5 Actions

• SMART Goals: Encourage the sub-committees to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for their top 5 actions.

2. Create Detailed Action Plans

• Action Steps: Break down each goal into actionable steps. Identify what needs to be done, by whom, and by when.

• Resources Needed: Determine what resources (time, money, people, materials) are necessary to accomplish each action.

3. Assign Roles and Responsibilities

• Role Clarity: Clearly define the roles and responsibilities of each sub-committee member.

• Accountability Partners: Pair members as accountability partners to support and motivate each other.

4. Set Milestones and Timelines

• Interim Milestones: Establish interim milestones to track progress. This helps to ensure that the sub-committees are on track to meet their two-year goals.

• Regular Check-ins: Schedule regular check-ins (eg: monthly sub-committee meetings + ARSC meetings) to review progress, discuss challenges, and adjust plans as needed.

5. Provide Resources and Support

• Training and Development: Offer training and development opportunities to enhance the skills and knowledge of sub-committee members.

• Access to Tools: Provide access to necessary tools and resources, such as project management software, communication platforms, and financial support.

6. Foster Open Communication

• Regular Updates: Encourage sub-committees to provide regular updates on their progress. This could be done through written reports or presentations at larger group meetings.

• Feedback Loop: Create a feedback loop where sub-committees can receive constructive feedback and support from other members or leaders within NA.

7. Monitor Progress and Evaluate

• Progress Reports: Implement a system for regular progress reports. These reports should highlight achievements, obstacles, and next steps.

• Sub-committee Inventory: Conduct periodic inventory to assess the effectiveness of the sub-committees' actions and make necessary adjustments.