***YAB Toolkit Goal Planning Worksheet***

**Goal Planning**

Goals can be split into long term (12 months or more) and short-term goals (days, weeks, months). Review our example goals below, then write your own goals for a Youth Advisory Board (YAB) and indicate if they are long- or short-term goals.

*Example Goals:*

|  |  |
| --- | --- |
| **Goal** | **Time Frame** |
| 1. Create an initial outline of our youth advisory board
 | Short Term |
| 1. Present this outline to Leadership Member
 | Short Term |
| 1. Begin recruiting members from across the state
 | Long Term |

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| --- | --- |
| **Goal** | **Time Frame** |
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*Your Goals:*

**Identifying the Leaders**

Consider the roles and responsibilities of hosting an advisory board. Identify 1-4 staff members and give a small summary of their role and responsibilities.

*Example Staff Planning:*

|  |  |  |
| --- | --- | --- |
| **Staff Name** | **Role** | **Responsibilities** |
| Staff Member 1 | YAB Coordinator | •Leading Recruitment •Managing member contact information •In charge of invoicing |
| Staff Member 2 | YAB Coordinator | •Creating meeting agendas•Soliciting presenters•Creating presentation |

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| --- | --- | --- |
| **Staff Name** | **Role** | **Responsibilities** |
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*Your Staff Planning:*

**Action Steps**

Identify the action steps to achieve each goal, and a deadline for achieving the goal.

*Example Action Steps:*

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| --- | --- | --- |
| **Goal** | **Action Items** | **Deadline** |
| 1. Create an initial outline of our youth advisory board | •Finalize our YAB mission statement•Identify our audience | 9/5/2024 |

*Your Action Steps:*

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| --- | --- | --- |
| **Goal** | **Action Items** | **Deadline** |
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