TIPS FOR PLANNING THE NEXT TWO YEARS
…or the next two years of your 25-year plan

1. Start Big: Consider yourself the owner of your department, office, or area. It’s your small business, so to speak. Just your department; just you/your faculty & staff.

   NOTE: THIS IS A TEMPORARY SCENARIO!

2. Ask the Right Questions to develop your GOALS:
   a. With no limits, what would this place look like in two years?
   b. What do I want my students to know, do, and be like after they leave?
   c. How do we drive STC forward from this office/department/closet?

3. Ask the Right Questions in light of these goals to get your STRATEGIES:
   a. What can/could we do to make those ideas come to reality?
   b. What qualities/components of this goal can we effect? What would that look like?
   c. Who would do this? How long would it take?
   d. What’s stopping you?
   e. What views are not being represented here?
   f. Are there obstacles that we have not considered?
   g. Who else could give an alternative view on this/these? (STC, non-STC)
   h. Where could we find out if this has worked somewhere else?

4. NOW, start to get specific about things. Determine your OBJECTIVES:
   a. In what measurable way could you KNOW you were successful?
   b. Do you need money for this? How much?
   c. Do you need more people for this? How many?
   d. Do you need something unavailable at STC or in the RGV?

5. Next, determine what Tools (Tactics) you will use to reach each OBJECTIVE. These Tactics could be budgetary, but they could include new approaches, new uses of what we already have, reorganization of duties, new personnel, hammers, a new focus in classrooms, commitment from others to follow through, or any number of Tools to get the job done.

6. Finally, tell the “data folks” whether you will be needing any of their work. That will likely result in a phone call or email to set up the proper time and format for receiving such data. If you collect this data within your department, just put “Not Applicable.”

7. There is a “Notes” section at the bottom. This gives you an opportunity to put any conditions, reminders, or other significant things in a specific place in the plan.