

Plan with the End In Mind

The Magic of 30-60-90 Day Plans



Do you work hard, or do you work *smart*?

- How we spend our time is critical to our success
- *“How Burnout Makes Us Less Creative”*



How do you move with intention?

- We live by Months, Quarters/Semesters, and Academic Years
- Guiding Documents as Goal Sources
 - College Mission Statement
 - Vision and Values Statements
 - Strategic Plan
 - Educational Master Plan
 - Accreditation Quality Focus Essay
 - CCCCO Directives, Guidance Memos



Writing Helpful Goals

- SMART Goals
 - Specific
 - Measurable
 - Achievable
 - Realistic
 - Timely



Work how YOU work best

- Simple

30-60-90 Day Plans

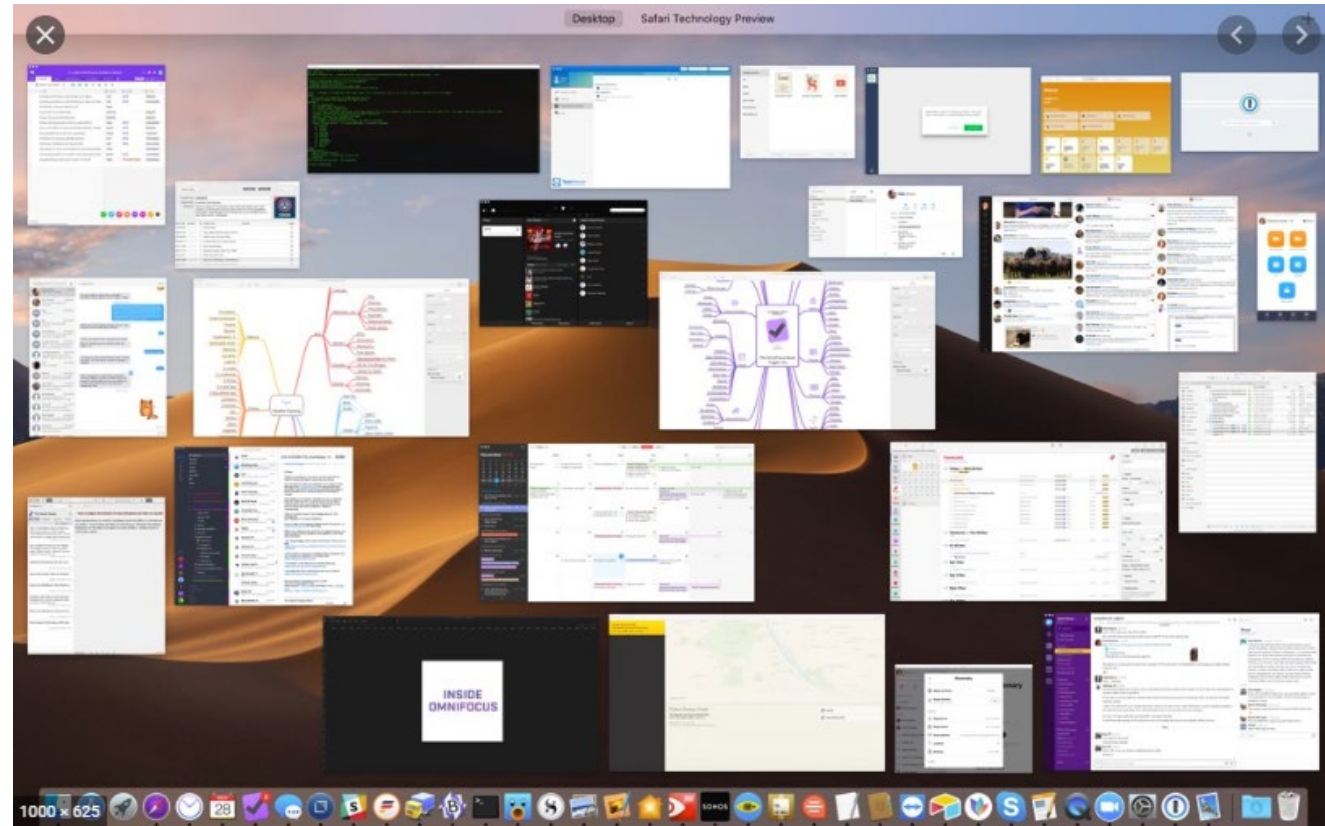
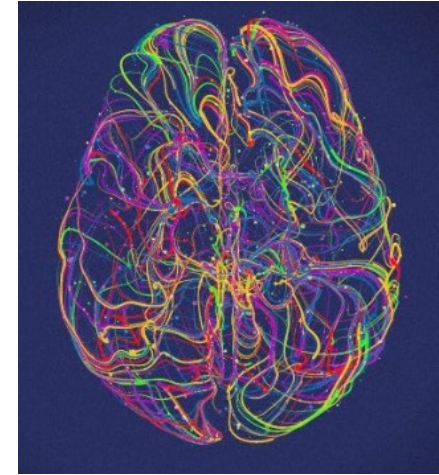
| Period | Examples of Activities | Our Ideas for Activities/Plans |
|-----------|---|--------------------------------|
| Next Week | <ul style="list-style-type: none"> Meet with staff and providers to introduce the project Plan a test of change – first PDSA | |
| 30 days | <ul style="list-style-type: none"> Hold team meeting Use educational handout to inform mothers of risks of early delivery | |
| 60 days | <ul style="list-style-type: none"> Hold team meeting Initiate peer review of all <39 week deliveries | |
| 90 days | <ul style="list-style-type: none"> Hold team meeting Put a hard stop in place to prevent scheduling <39 weeks without medical indication | |

- More complex

| Time Frame | Action Items | Objective | Participants & Resources |
|---------------|--|--|--|
| 0 - 30 days | <ul style="list-style-type: none"> -Identify others to complete the tool -Define mutual company goals and strategies -Assign team leads | -Looking for alignment and common purpose | -Management teams |
| 30 - 60 days | <ul style="list-style-type: none"> -Team leads develop project plans -Define performance goals -Develop communication plan for staff | -Put a go forward plan into place that is achievable | <ul style="list-style-type: none"> -Management team -Team leads |
| 60 - 90 days | <ul style="list-style-type: none"> -Communicate plan to organization -Connect plans to operational teams | -Open communication within staff networks | <ul style="list-style-type: none"> -Key staff from organization - cross functional teams -Management teams |
| 90 - 120 days | <ul style="list-style-type: none"> -Check in on achievements to date and talk next steps - this is ongoing! -Build next 120 day plan | -Keep the projects on track | -Management team and team leads |



...and then there's me



JZ 2020-2021 Goals

YOSEMITE COMMUNITY COLLEGE DISTRICT, LEADERSHIP TEAM
MEASURABLE GOALS FORM (ANNUAL)

Evaluatee Name/Title: Jennifer Zellet, PhD, Vice President of Instruction
 Evaluator Name/Title: James Houpis, PhD, President Modesto Junior College
 Goals for the Period of: 2020-2021

In collaboration with his/her supervisor, the Leadership Team member will identify one to three short-term and/or long-term goals annually. (Examples may include but are not limited to: professional/personal development, departmental improvements, and new projects.) The evaluatee will also be asked to describe progress on previous year's goal(s).

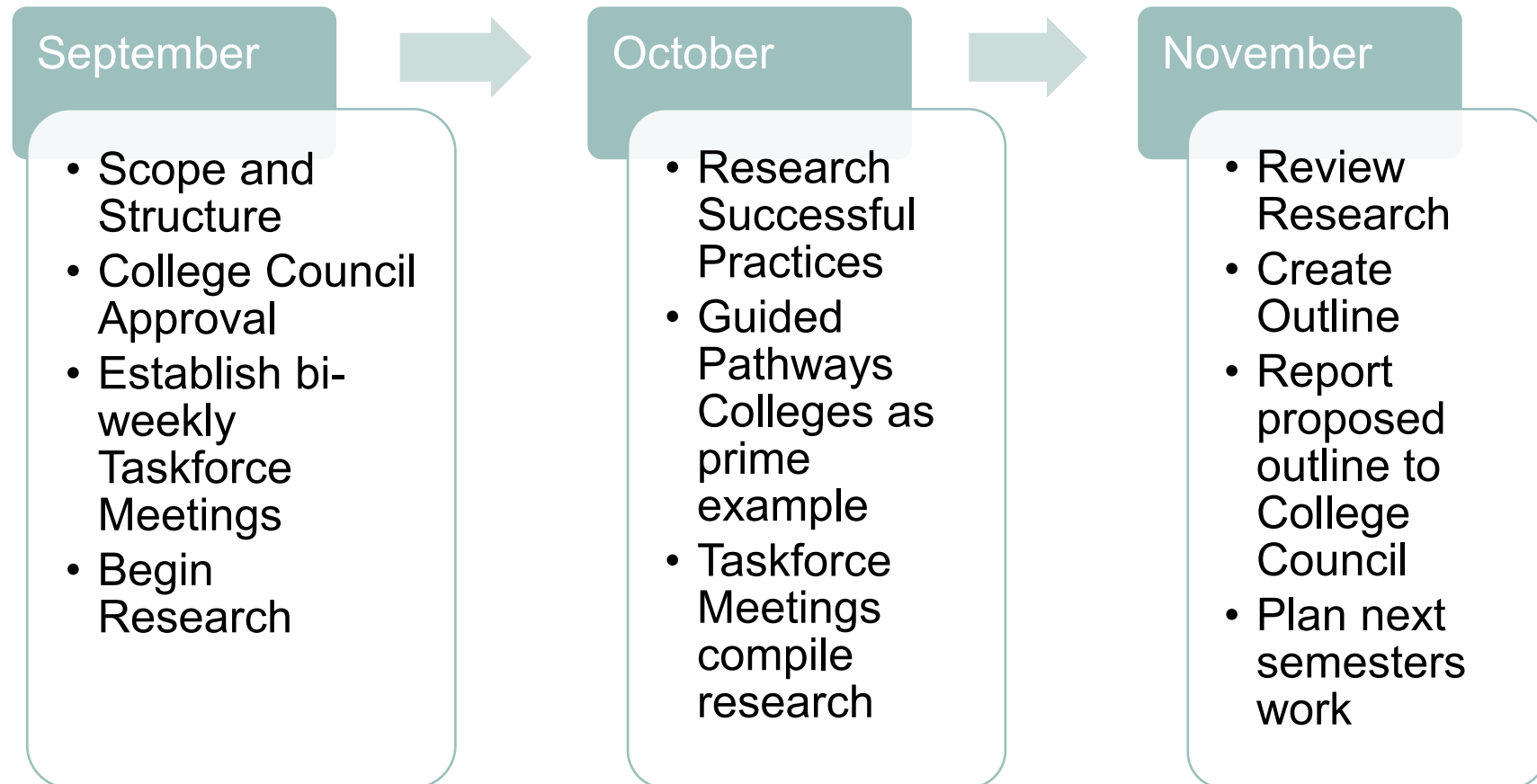
Part II: New Goals

| | |
|-----------|--|
| Goal 1: | Institutional: Full Draft of Strategic Enrollment Management Plan |
| Progress: | FA2020 - Vet scope of project through College Council, Establish a SEM taskforce, Identify Successful Models in Guided Pathways Colleges SP2021 - Establish a Draft SEM Plan, Vet through participatory governance, and establish timeline for Implementation |
| Goal 2: | Deans: Support the Dean Team Equity Goals |
| Progress: | DEAN TEAM GOALS UNDER CONSTRUCTION |
| Goal 3: | Personal Professional: Growth in leadership; Be Actively Antiracist |
| Progress: | 1. Resolve to speak and behave in actively anti-racist ways, calling those around me to accountability, and being called to accountability 2. Identify areas (e.g. managing remote work, team building in the remote environment) and seek out PD. 3. Continue work with CCCCIO, ACCCA and pursue PD and networking through these venues |



Begin with the End in Mind...

- Institutional Goal: Full Draft of Strategic Enrollment Management Plan



Now You...

- Click on the file in the chat
- Is your goal a 30-, 60-, or 90-day goal?
- Work back from your desired conclusion
 - Take into account all external parties that should be included
 - Sketch out the activities, milestones, and measurements you will use
- Is your plan SMART?
- Who will hold you accountable?



QUESTIONS? zelletj@mjc.edu

Too Busy for Improvements?



Work *smarter* not *HARDER!*

