

# **AREA INVENTORY AND PLANNING**

# WHY PLAN?

- Planning helps us better carry the message to the addict who still suffers.
- If there is no planning, often a service body will move forward in a status quo fashion – staying stuck on “this is the way we have always done it”.
- ASC planning is how groups join together to further NA’s primary purpose in their community.

# BENEFITS OF PLANNING

- *To fulfill our primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.*
- First Concept
- Planning helps us focus and coordinate services on behalf of the groups to ensure that no addict seeking recovery need die from the horrors of addiction.

# WHO PLANS?

- All trusted servants of an area should be involved in planning.
- The regional delegate may be used so the area chairperson can fully participate.
- Once the inventory and planning process takes place, the administrative body may be given the task to ensure implementation of the action plan.

# THE SEVEN PLANNING STEPS

1. Gathering information
2. Listing the issues
3. Developing goals ("what" not "how")
4. Prioritizing goals
5. Creating approaches (actions to reach goals)
6. Prioritizing approaches (a second look)
7. Developing an action plan

# Step 1: GATHERING INFORMATION

1. How well has the area done this year in serving the groups, and how can it better serve them in the coming year?
2. How well has the area served the larger community, and how can it improve?
3. How well has the area functioned in the past year? Do area subcommittees and trusted servants understand the work assigned to them?
4. How well has the ASC supported and collaborated with NA's regional and world services? How can the area provide better support for these services?

## Step 2: LISTING THE ISSUES

### Possible Broad Categories

- Training and Mentoring
- Relationships with the Community
- Financial Issues
- Cooperation Among Subcommittees
- Relationships with other levels of service

## Step 3: DEVELOPING GOALS

- Small groups will create goals for the broad categories.
- Identify “WHAT” not “HOW”
- Goals are clear and concise statements that identify a desired outcome without stating how to get to the outcome.

# Step 4: PRIORITIZING GOALS

- The entire group looks over the list of goals and prioritizes the list.

# Step 5: CREATING APPROACHES

- An approach describes HOW to reach a specific goal.
- Already existing approaches may be working, or new approaches may be needed.
- A small group will be assigned for each goal to develop ways to reach that goal.

## Step 6: PRIORITIZING APPROACHES

- The planning body now takes a second look.
- This process is deliberate and decisive...members simply rank the approaches using a number ordering system of 1, 2, and 3.

# **Step 7: DEVELOPING AN ACTION PLAN**

**This is usually done by the administrative body or an area planning ad-hoc committee.**

# DEVELOPING AN ACTION PLAN

- The administrative body or area planning ad-hoc committee will develop an action plan for each approach and will identify :
  - Tasks that need to be done
  - Time frames for accomplishing these tasks
  - Trusted servants who are responsible for completing the tasks
  - Resources that are needed
  - Completion dates

# DEVELOPING AN ACTION PLAN

- The administrative body or an ad-hoc committee are given this responsibility because they represent a single point of accountability for the ASC.

# MAINTAINING THE PLAN

When the planning process is completed, it is approved by the area and put into action.

Goals and plans are usually given to subcommittees for completion.

Subcommittees should report their progress to the ASC regularly.

# THE PLANNING CYCLE

- Area inventory and planning should take place annually.
- A planning session should take place upon elections of the new ASC body.
- An area inventory should be sent out to all groups prior to the area planning meeting, or all members should be encouraged to attend the planning session.

ALWAYS KEEP IN  
MIND...

WHY ARE WE HERE?