

# **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?**