



MasterMIND: Critical Path Exercise

As a Facilitator, you may wish to use this exercise to help drive progress with your members. The goals developed during the Fundamental Content exercises may be better served once specific actions and timelines for achieving them have been identified. Below is a template for developing an action plan. Once the plans are developed, you may wish to encourage members to share their action plans with each other to increase accountability and progress.

Step 1: Identify Goal Date

Have each member identify the end date for each goal they wish to develop a critical path for. This will help them move backwards in developing their action plan. To be time effective during meetings, it might make sense to have each member select only one goal and then as “homework”, they develop action plans for each of their goals.

Step 2: Identify Stepping Stones

Have each member ask themselves “what things need to happen between today and the goal date in order to accomplish the goal”? They should try to break the goals into as many stepping stones and tasks as practicable.

Step 3: Reflect on the Goal Date

Having identified each stepping stone, it may become apparent that there are several tasks to complete before the goal can be attained. Perhaps the member will wish to extend the goal date to ensure it’s attainable. Conversely, perhaps there is less to be done than originally anticipated and the goal date can be revised to an earlier date.

Step 4: Populate Template

The below template, or a modified format, should be filled in to reflect the actions required to attain the goal. After each action is required, both a deadline date and a target date should be inputted. The target date is the best case scenario date. The deadline date is the date at which the action must be complete. There should be more than one week between the target date and the deadline date. This keeps people moving forward with actions that are challenging but do-able.

Step 5: Track Progress

Each time a task is completed, the completion date should be entered into the template. The group, an Accountability Partner or the individual can be responsible for monitoring the Critical Path.

Template

Goal Statement:			
Stepping Stone	Target Date	Deadline	Date Completed