

HOME GROUP INVENTORY AND 7 STEPS FOR PLANNING

1. **Gathering information (Inventory) (a – f from p. 162, It Works, How and Why)**
 - a. How well are we carrying the message of recovery?
 - b. Are there addicts our group isn't reaching?
 - c. How can we make our meetings more accessible?
 - d. What can we do to make new members feel more at home?
 - e. Has the atmosphere of recovery diminished?
 - f. Would a change in our meeting format strengthen that atmosphere of recovery?
 - g. Etc. Any issue your group would like to address to better fulfill its primary purpose

2. **Listing the issues**
 - a. Develop Broad Categories, e.g. "Atmosphere"; "Newcomers"; "Group Service" etc.
 - b. List specific issues within each category, e.g. "Doors opened late"; "Newcomers aren't coming back"; "Members sharing at each other" etc.

3. **Developing goals (identify "what," not "how")**
 - a. Addressing the broad issues and specific issues
 - b. Goals are clear, concise, and result oriented statements that are achievable.
 - c. Do not evaluate or debate, just list

4. **Prioritizing goals**
 - a. Consider what is most urgent for the group
 - b. Consider the resources you actually have available for meeting goals
 - c. Decide among the group which goals should receive the highest priority

5. **Creating approaches (actions to reach goals)**
 - a. Lay out the actual steps to the approach and be clear about WHO, WHEN and HOW
 - b. Have in consideration the measures that have already been taken and whether or not those have been working
 - c. Again, do not evaluate or debate, just list

6. **Prioritizing approaches (a second look)**
 - a. Evaluate if the approaches will effectively address the issue
 - b. Rank the approaches according to what will best fit with your resources

7. **Developing an action plan**
 - a. specific tasks that need to be done
 - b. time frames for accomplishing the tasks
 - c. trusted servants who are responsible for completing the tasks
 - d. resources that are needed
 - e. a completion date.