

# ACTION PLANNING PACKET

**Our goal is to help you go from where you are to wherever you want to be!**

If you need assistance using the packet, you can contact your local 5-2-1-0 *Let's Go!* Coordinator for technical assistance.

## Why should I use the *Let's Go!* Action Planning Packet?

- The *Let's Go!* Action Planning Packet is a tool designed to help you develop a successful *Let's Go!* Action Plan for the program year.

The packet will help you identify:

- What your program is already doing in support of the 10 Strategies for Success.
- Where you want to focus your efforts this year.
- What steps you need to take to achieve your goal(s).

## When do I use the *Let's Go!* Action Planning Packet?

- At the start of every program year.
- Throughout the year to guide your work and that of other staff and/or team members.

## How do I use the *Let's Go!* Action Planning Packet?

- Start with the Getting Started Checklist to be sure you have all the basics in place for the program year.
- Next, complete the questions for each strategy. This will help you see where your program currently stands on each of the 10 Strategies for Success, and will help you plan where you may want to focus your efforts for the year.
- Once you have a good idea of what you want to work on, fill out the Action Plan at the end of the packet.
- Note: For large centers and Head Start programs that have a *Let's Go!* Team, make sure you complete the packet with your team members.

## What else can the *Let's Go!* Action Planning Packet be used for?

- Use it to help get others on board! You don't need to fill it out by yourself! Who else can help?
- You can use the questions for each strategy to prepare for the *Let's Go!* survey sent out in the spring. These questions are the same as the survey questions.

