

# LINGTON



# PLANNING

1. The first step in the planning process is to identify the problem or opportunity that exists. This involves a thorough analysis of the current situation and a clear definition of the goal to be achieved.

2. Once the goal is defined, the next step is to develop a strategy to achieve it. This involves identifying the key resources and capabilities that will be needed to succeed, and determining how these will be used to overcome any obstacles.

3. The third step is to develop a detailed plan of action. This involves breaking down the strategy into specific tasks and activities, and determining the order and timing of these activities.

4. Finally, the plan must be implemented and monitored. This involves putting the plan into action, and regularly checking progress against the goal. If necessary, adjustments must be made to the plan to ensure that the goal is still being achieved.

# CONCLUSION

In conclusion, the planning process is a critical part of any successful organization. It allows managers to identify and define their goals, develop a strategy to achieve them, and create a detailed plan of action. By following these steps, managers can ensure that their organization is well-prepared to meet any challenges that may arise.