

## Example VISTA Self-Management Capacity Chart

	<b>Goals</b>	<b>Skills to be built or strengthened:</b>	<b>Successful if:</b>	<b>Timeline for Completion:</b>
1.	Writing ambitious work plans	<ul style="list-style-type: none"> <li>• Independent work-planning</li> <li>• Personal goal setting</li> <li>• Working with personal deadlines/timelines</li> </ul>	VISTA has ambitious work plans (monthly and weekly) that both my supervisor and I feel will use my time effectively	1st work plan submitted to supervisor for approval on 2/11/2005
2.	Scheduling and leading weekly supervisor meetings	<ul style="list-style-type: none"> <li>• Time management</li> <li>• Organizational</li> </ul>	VISTA schedules and leads weekly supervisor meeting	Every week, beginning on 2/11/2005
3.	Convening advisory board meetings	<ul style="list-style-type: none"> <li>• Communication (oral and written)</li> <li>• Organizational skills</li> </ul>	Advisory board is meeting regularly (define: monthly? weekly?)	Starting 2/11/2005, and for every monthly meeting following, the Advisory Board meets.
4.	Building community leadership within the advisory board	<ul style="list-style-type: none"> <li>• Delegation</li> <li>• Inclusiveness and diversity skills</li> </ul>	Community members take on leadership roles	Advisory board held on 2/11/2005 is facilitated, recorded and led by participants
5.	Raising community awareness of project's focus issue	<ul style="list-style-type: none"> <li>• Public relations</li> <li>• Communication (oral and written)</li> </ul>	Advisory board members are well informed, newspaper has featured an article, community support is evidenced clearly	Public awareness campaign starts on 2/11/2005 and is completed once the advisory board chooses to move on
6.	Following through with work plan and tasks	<ul style="list-style-type: none"> <li>• Acceptance of responsibility</li> <li>• Self-awareness</li> <li>• Accountability</li> </ul>	VISTA following through with work plan tasks without needing to be reminded by my supervisor	When we meet on 2/11/2005, and at each of our following weekly meetings, I am able to apprise my supervisor of my progress without specific questions.
7.	Assessing performance	<ul style="list-style-type: none"> <li>• Ability to gauge personal performance</li> </ul>	VISTA writes a self-evaluation and submits to supervisor	Document is submitted to supervisor on 2/11/2005

# VISTA Self-Management Capacity Chart

*AmeriCorps\*VISTA service is often the first time that a job has had high expectations for many of us. The chart below is a tool designed to help you organize yourself as you take on greater responsibility and help move your project goals forward.*

**PROJECT** \_\_\_\_\_ **MONTH** \_\_\_\_\_ **YEAR** \_\_\_\_\_

	<b>Goals</b>	<b>Skills to be built or strengthened:</b>	<b>Successful if:</b>	<b>Timeline for Completion:</b>	<b>Complete? (Supervisor initials)</b>
1.		• •			
2.		• •			
3.		• •			
4.		• •			
5.		• •			
6.		• •			
7.		• •			
8.		• •			