



# Planning

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# Purpose of Planning

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- *The purpose of planning is to formalize and develop an outline or blueprint to attain objectives in the desired period of time in the most efficient and effective way possible with a minimum of problems.*



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- **Minimum of Problems**

- *Sound planners try to anticipate major problems in advance.*
- *This way steps are taken to prepare for them so that loss will be minimized if problems do occur.*
- *Examples: fire insurance on property, cross-training employees to do more than one job.*

- **Effective End Results**

- *When all parties directly involved understand the goal and his/her individual role(s), the odds are increased that the effective end results will be achieved (One Minute Manager).*
- *Desired end result is achieved.*