



# How to Earn Your Distinguished Club

## Award: *MAKE It Happen, Don't Just LET It*

By Mike Goss, DTM, PMP

*Most clubs start the Toastmasters year with great intentions, but with no specific plan. As a result, they don't accomplish as much as they wished.*

When you apply project management principles to achieving your Distinguished Club award, you won't just let your success happen. You'll make it happen.

Turning your Distinguished Club efforts into a project is easy:

**Make your Distinguished Club goal.** Put it in writing. Give it these components:

*Measurable deliverable:* President's Distinguished Club status.

*Due date:* by June 30, 2015.

*Accountable person:* "We, the club members, led by \_\_\_\_\_, our president."

*Result:* "Our club will achieve President's Distinguished Club status by June 30, led by our club president, \_\_\_\_\_."

**Build your project plan.** It doesn't have to be complicated, but it must contain key elements:

- Write your project goal statement as discussed in the paragraph above
- List the ten requirements for achieving President's Distinguished Club status.
- List the current progress of each member in their speaking and leadership manuals.
- Ask members for their commitment level; some want to speak and lead frequently, while others don't.

- Ask your club leaders for their commitment level to achieve the goal. The club president cannot do it alone. Share the load, according to each officer's role.
- Set milestone check-in points during the Toastmasters fiscal year, to ensure that Distinguished Club requirements



will be met on time. Make mid-year corrections, if necessary.

- Build an annual club calendar containing your milestone events, check-in points and your weekly meetings.
- Build weekly agendas to match the member's commitment level with the Distinguished Club requirements. Adjust for members entering and leaving the club.

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**Monitor your progress** at the club's monthly leadership meeting. Report progress to the members.

**Make mid-year corrections** as necessary. Once again ask your club leaders for their commitment level to achieve the goal.

**At the end of the year, hold a "lessons learned" meeting.** Document what you did right and where improvements could be made, so you'll accomplish even more next year. Then hold a party to celebrate your success.

It's easy to become a Distinguished Club. Don't just let your year happen. Make your year happen, by executing it as a project.

*(Mike presented this information as a workshop at Toastmasters Leadership Institute on January 17, 2015. He agreed to share his notes and materials. You can access his worksheets, by clicking [here](#). —Editor)*

*Mike Goss, DTM is CEO of Mike Goss Consulting, Inc., author of Breaking Through Walls, and a credentialed Project Management Professional. He uses his Project Management Professional (PMP) certification, and his decades of sales and training experience, to help his clients get organized, make more money and save time. He joined Toastmasters in 2005 and is a member of Wallmasters International. If you would like to learn more about Mike Goss, or book him for your next event, please visit his website , <http://gossconsulting.com/>*

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