

# GOAL SETTING

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## WHAT IS GOAL SETTING?

A way to outline the accomplishments you want to see happen over a period of time.

## WHY IS IT IMPORTANT?

Goal setting allows officers, members, and entire organizations to make a clear outline of what they want to achieve and how they can do it.

## THE BASICS

**PURPOSE:** Goals should have a clear purpose. What is it that you want to specifically accomplish with this goal?

**REALISTIC:** Goals need to be realistic in that achieving them is attainable.

**MEASUREABLE:** Goals should be able to be measured in a way so you can evaluate if you are making progress towards it.

**SET DEADLINES:** Setting deadlines for your goals of when you want to reach them is a key component of making sure you are staying on track to accomplish them in a timely manner. By when would you like to see this goal reached?

**SPECIFIC:** Goals should clearly lay out their purpose and their timeline of which they are to occur.

**PRIORITIZE:** Make a clear order of which goals are most important for either you or the group you are working with. This will allow you to agree upon which goals to select and create an action plan towards.

## CREATE AN ACTION PLAN

Now that you have a goal, it is time to set an action plan, or an outline, of how you are going to reach it and when it will be accomplished

- A good place to start is to break up your goal into smaller, more attainable steps
  - Brainstorm a few ideas of what you could do to reach your goal
    - What can we do to reach this goal?
  - After you have a list of concrete ideas, be sure to narrow your list to 3-5 attainable steps that make sense. Ask yourself:
    - Do these ideas have a purpose?
    - Will they help us reach our overall goal?
    - Are they attainable/reasonable?

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- Once you have brainstormed and prioritized the steps involved in your action plan, the next step is to make a time frame
  - The selected time frame should be realistic and attainable
  - You can set a time frame for the overall goal to be reached or even set a time frame for each of your action steps
    - By prioritizing the order the steps need to happen in order to accomplish your overall goal, it will be easier to set dates in correspondence with each step
  - A time frame assures solid dates to make progress by and allows you and/or your team to understand what is expected to be accomplished by when
  - Having a time frame is a key aspect of making real change towards your goal

## IMPLEMENTATION

- Assigning tasks
  - To ensure proper coordination of tasks, it is important to assign specific tasks or action steps to specific people, teams, or committees
  - Having certain people, teams, or committees be in charge of something specific allows for equal responsibility and creates a dynamic team approach to reach accomplishments
- Budgeting
  - If your goals requires activities that involve financing, it is important to plan around your budget
  - While assigning tasks, make sure each group knows how much money they are allotted to accomplish their role and to stay fiscally aware
- Evaluation
  - After assigning tasks, it is important that one person is allocated to continually check up to make sure each person, team, or committee is making progress to their assigned task

## EVALUATION

- In order to reach your goal, it is important to continually remind yourself of your overarching goal and assess your current actions towards it
  - Have you accomplished any of your action steps?
    - If not, have you taking steps towards accomplishing your action steps?
  - Are you still within your time frame for your goal/action steps?
  - What changes can you make to do more to reach your goal?
  - Are those who are assigned tasks making progress towards their tasks?
  - If you are not where you had hoped to be by now, what else can you do to try and get to where you want to be by next evaluation?

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## GOAL #1

THE BASICS: What's the purpose? Is it specific? Measurable? Realistic?

DEADLINE: When does this need to be accomplished by?

ACTION PLAN: What steps will you take to achieve this goal? Do each of these steps help to reach the overall goal?

TIMELINE: When should each task in the action plan be completed?

IMPLEMENTATION: Who will be responsible for each task? What is the budget for this goal?

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EVALUATION: Who will be responsible for evaluating progress towards the goal? When and how will this be done?

### GOAL #2

THE BASICS: What's the purpose? Is it specific? Measurable? Realistic?

DEADLINE: When does this need to be accomplished by?

ACTION PLAN: What steps will you take to achieve this goal? Do each of these steps help to reach the overall goal?

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TIMELINE: When should each task in the action plan be completed?

IMPLEMENTATION: Who will be responsible for each task? What is the budget for this goal?

EVALUATION: Who will be responsible for evaluating progress towards the goal? When and how will this be done?

## GOAL #3

THE BASICS: What's the purpose? Is it specific? Measurable? Realistic?

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DEADLINE: When does this need to be accomplished by?

ACTION PLAN: What steps will you take to achieve this goal? Do each of these steps help to reach the overall goal?

TIMELINE: When should each task in the action plan be completed?

IMPLEMENTATION: Who will be responsible for each task? What is the budget for this goal?

EVALUATION: Who will be responsible for evaluating progress towards the goal? When and how will this be done?