

# Goal Setting

Goals are plans for the future. They outline where you want to go. They are your direction for the year. They state what your group wishes to accomplish. Goals should be evaluated and changed from time to time.

## Why Set Goals

- To give direction, provide a course of action for your group
- To motivate members
- To clarify and communicate what your group is striving for
- To define your group
- To provide a basis for measurement of success and accomplishments
- To save time by allowing your group to plan and prepare for the future
- To become more aware of problems in time to develop solutions

## Objectives

Objectives are a description of exactly what is to be done. These are derived from your goals. They are clear, specific statements of measurable tasks that will be accomplished as steps toward reaching your goals. They are short term and have deadlines. You will probably have a number of objectives for each of your goals. The short-term goals are stepping stones towards achieving long-term goals.

## Steps for Setting Goals:

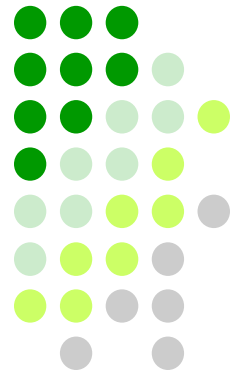
1. Brainstorm goals as a group
  - a. Evaluate past group successes and failures
  - b. Address new things the group wishes to accomplish
2. Choose from the list of goals to focus on for the coming year
3. Prioritize the chosen goals
4. Break each goal into the steps necessary to reach it
  - a. Many groups fail to reach their goals because they don't follow through with the action stages of goal setting
5. Move into action and begin working on the goals
  - a. Set timelines/deadlines for each step of the goal
  - b. What is to be done?
  - c. How will it be accomplished?
  - d. What are the resources available (people, money, materials)?
  - e. Who will carry it through?
  - f. When will it be accomplished?
  - g. What results are expected and how will they be measured?
6. Continually evaluate your progress
7. Be flexible; allow your goals to change to meet new circumstances

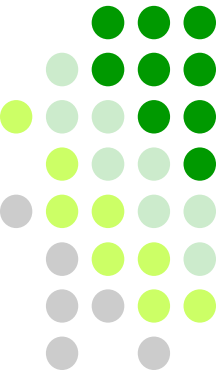
## Create an Action Plan for Each Goal

1. What is to be done (your objective)?
2. How will it be accomplished?
3. What are the available resources (money, materials, and people)?
4. Who will be responsible and carry it through?
5. When will it be accomplished?
6. What are the expected results and how will they be measured?

## Make Your Goals VISIBLE!

- Give a copy to every member
- Discuss them at the meeting/Put them on the agenda
- Put them in newsletters and materials you send out





### **The ABC's of Goal Setting**

When attempting to define goals you want to achieve in life, there are several considerations you should keep in mind. If you set a goal you do not achieve, it is probably because you have violated one of the following ABC's

- |             |   |
|-------------|---|
| ACHEIVEABLE | Can the goal be reached in the time you set?<br>Do you need some short-term, immediate goals?     |
| BELIEVABLE  | Can you reach the goal? Have you considered such items as required preparation and needed help?   |
| CONCRETE    | Is your goal stated so that you can measure it?<br>Will you know when you have reached your goal? |
| DESIRABLE   | Is this something you want to do, rather than something you believe you should do?                |
| EXPLICIT    | Is this stated as a single goal, rather than as a choice of one goal or another?                  |

Adapted from University of Michigan Student Development Center