

GOAL SETTING

Setting Goals as Team

It is very important that the entire group has a part in setting group goals, not only the executive board or the president. If members have input on the group's goals they will be more motivated and committed to achieving them. Furthermore, inclusion by everyone will lead to better goals and those goals will be clearer to all members.

What are some characteristics of well constructed goals?

SMART Goals are:

- Specific – the more specific the more likely the goal will be accomplished
- Measurable – tracking progress makes accomplishing goals easier. Set a timeline.
- Attainable – goals that can be achieved are more likely to be worked toward
- Realistic – choose goals you are willing to work toward and that are in your control
- Tangible – choose goals that can be experienced through the senses

Accomplishing Goals

Once goals are set there needs to be some plan in order accomplish them. Group members will feel a great sense of accomplishment when goals are met and this will in turn motivate them to become more involved in the group. Remember to be flexible in goal setting as circumstances will change and might call for attention placed elsewhere.

Action Plan

An Action Plan comes after a decision has been made to do something. Goal setting by the group is their decision to work on something and the action plan is how that is to be done. Use the steps below to guide your group towards accomplishing their goals.

Action Plan

1. What is to be done (objective)?
2. How will it be accomplished?
3. Identify appropriate resources
4. Assign Tasks to Members
5. Develop a timeline
6. Determine Results expected and how they will be measured or evaluated.