



Goal Setting

Is your organization struggling to find direction?

Are you unsure about what you want to accomplish for the year?

Do you or your organization need a mid-year check up on your progress?

Creating a list of achievable goals can do wonders for your organizations productivity, creativity, and morale. Not only will it help you to accomplish greater things in a more efficient manner, it will ensure that you are more organized in the process. While it might take a little bit of time, it will certainly be worth it in the long run! Here are some successful tips for creating and attaining goals for yourself or your organization!

Goal Setting Exercise

Within your group, ask everyone to take a few minutes and write down:

3 things they want the group to achieve this year

and...

3 things they personally want to achieve this year

After a few minutes bring the group back together and ask them to share their 3 group goals, and any of their personal goals that they are comfortable sharing.

By getting perspective from all members of the group, you will soon be able to see similarities in goals you all have for the organization to succeed. From this new list you should be able to choose those goals that you feel fit the S.M.A.R.T. model. Everyone will feel as though they were part of the process and take more ownership in the attainment of the goals decided on.

By hearing those personal goals that people wrote down, your members will not only learn something new about their peers, but will be able to see how each others personal goals may align with or compliment those of the organization. As everyone works as a team to achieve those goals of the group, they will have a solid understanding of what else each individual team members may be working to achieve personally!

Questions to Ponder....

How do your personal goals align with the goals of groups you belong to?

Do you feel that it is important for them to align? If so, why? If not, why not?

Where else in your life could you benefit from goal setting?

What can you do to help your organization stay on track to attain its goals?

After setting your goals, what are some steps that will help you to achieve them?

- Being organized
- Using a calendar or daily planner
- Sharing your goals with others who may help keep you on track
- Write them down and put them in a place that is visible to always remind you what you are working towards
- Others?????

"The tragedy in life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach."
--Benjamin Mays



Quick Tips

Creating S.M.A.R.T. Goals

Goals should be...

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the 6 "W" questions:

Who: Who is involved?

Where: Identify a Location

What: What do I want to accomplish?

When: Establish a Time Frame

Which: Identify requirements and restraints

Why: Specific purposes or benefits of the goal

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

Tangible - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible, or when you tie an tangible goal to a intangible goal, you have a better chance of making it specific and measurable and thus attainable.

Pieces of Leadership brochures are available on the following topics:

Budgeting
Communication
Conflict Resolution
Delegation
Facilitation
Goal Setting
Group Dynamics
Ice Breakers/Team Builders
Mission Statements
Motivation
Officer Transition
Peer Supervision
Program Planning
Qualities of a Good Leader
Running a Good Meeting
Stress Management
Time Management
Wellness

The information provided in this brochure was adapted from:

The Wesleyan University Staff Goal Setting Objectives
&
"The Big Book of Leadership Games" by Vasudha K. Deming

For more information on the topics listed above or to access the resources in our Leadership Library, please visit the

Office of Student Activities and Leadership Development

Located on the First Floor of the Usdan University Center
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Tips for the Wesleyan Leader

Goal Setting

Building your Leadership one piece at a time...