

Goal Setting

“The difference between a goal and a dream is the written word.” – Gene Donohue

What are Goals?

Goals are plans for the future and your direction for the year. They state what your group wishes to accomplish. Goals should be evaluated and changed from year to year.

Why Set Goals?

To *give direction* and provide a course of action for the group

- To *motivate* members
- To *clarify and communicate* what your group is striving towards
- To *define* the group
- To *provide a basis* to measure success and accomplishments
- To *save time* by allowing the group to plan and prepare for the future
- To *make every member feel important* by giving them things to do
- To *give members a chance to state their expectations* for the group

Steps for Setting Goals

BRAINSTORM as a group:

- Evaluate past group successes and failures
- Address new things the group wants to accomplish

PRIORITIZE the chosen goals

BREAK each goal **INTO STEPS** necessary to reach it

MOVE INTO ACTION and begin working on goals- decide:

- What is to be done?
- How will it be accomplished?
- What resources are available?
- Who will do it?



- When should it be finished?
- What results are expected and how will they be measured?

CONTINUALLY EVALUATE your progress

BE FLEXIBLE - allow your goals to change to meet new circumstances

FOLLOW THROUGH - Many groups fail to reach their goals because they don't follow through and act!

Here's a Goal Setting tip that Works!!

MAKE YOUR GOALS VISIBLE! The more often people are reminded of their goals, the more likely it is they will work toward achieving them!

- Post them in a conspicuous place (office, etc.)
- Give a copy to every member
- Discuss the goals at every meeting- put them on the agenda
- Put the goals in newsletters and materials you distribute
- Make a creative bulletin board: make the bulletin board into a football field and put each goal on a paper football that moves closer to the goal line each time you accomplish a step
- REMEMBER: reward those members who are working on their goals- and reward the group when goals are reached! This could include “traveling awards” that travel from recipient to recipient each meeting to a thoughtful thank you note!

