

GOAL SETTING



Does your organization lack direction? Do your organization's meetings lack focus and structure? *Goal Setting* provides concrete direction and objectives for an organization.

Here are some guidelines for goal setting:

- Goal setting is a collaborative effort. Make sure that members of your organization have input into the creation of goals.
- View goal setting as an on-going process in need of continual discussion and evaluation.
- Use *Active Listening* (see *Active Listening* tip sheet) skills when working with members in establishing goals.
- Make sure that goals are specific and measurable. This will allow progress to be accurately tracked.
- Goals should be relevant, meaningful and beneficial.
- When a goal is agreed upon, establish action steps that outline the actions to be taken to accomplish the goal.
- Establish a schedule of when action steps will be taken. This will provide a time frame for accomplishing steps towards the goal.
- *Brainstorming* (see *Brainstorming* tip sheet) is a useful tool to generate ideas when the discussion hits a stand still.
- Document both goals and action steps so they may be referenced.
- Display and/or provide to all members a written copy of the goals.
- Continue to evaluate progress within the organization toward accomplishing the goals.
- If progress is unsatisfactory, work with members to find a solution that will enable the group to accomplish the objectives.
- Acknowledge when goals are met and provide praise and/or rewards to the group for meeting the objectives.

"What you get by achieving your goals is not as important as what you become by achieving your goals." -Zig Ziglar, motivational speaker