

# QUICK TIPS

## GOALS

SHOULD BE:

- ❖ Achievable
- ❖ Believable
- ❖ Controllable
- ❖ Desirable
- ❖ Evaluated
- ❖ Growth-enhancing
- ❖ Measurable
- ❖ Prioritized
- ❖ Realistic
- ❖ Time-Bound
- ❖ Understandable
- ❖ Valuable

### LEADER BITS

are available on the following topics:

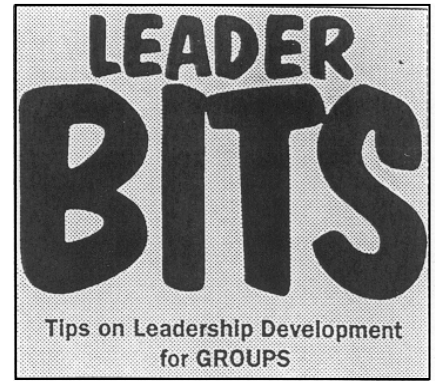
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance*
  - Individual Performance*
  - Meeting Evaluation*
  - Program/Event Evaluation*
- Financial Series
  - Budgeting Organization Money*
  - Corporate Sponsorship*
  - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

### LEADER BITS

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SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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How many people do we want to attract?

What do we want to accomplish?

How many members do we want to sign up?

How much money do we need to raise?

When do we want to have it done?

How many times do we need to do this?

What is our goal?

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Goals are plans for the future. They are your group's direction for the year. They state what the group wishes to accomplish. Goals should be evaluated and changed from year to year, or as often as necessary.

### **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's reason for being
- ❖ To provide a basis to measure success and accomplishments
- ❖ To save time by allowing your group to plan and prepare for future events

### **Steps for setting goals:**

- ❖ Brainstorm goals as a group
  - Evaluate past group successes and failures
  - Address new things the group wishes to accomplish
- ❖ Choose from the list above the goals to focus on for the coming year
- ❖ Prioritize your group's chosen goals
- ❖ Break each goal into the steps necessary to reach it
- ❖ Move into action and begin working on goals
  - Set timelines and deadlines for each step of the goal
  - What is to be done?
  - How will it be accomplished?
  - What are the resources available (people, money, material)?
  - Who will carry it through?
  - When will it be accomplished?
  - 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

Many groups fail to reach their goals because they don't follow through with the action stages of goal setting.

Here's a tip that might help: Make your goals **VISIBLE!**

- ❖ Post them in your work area
- ❖ Give a copy to every member
- ❖ Discuss them at meetings - Put them on the agenda
- ❖ Put them in newsletters and materials you send out

There are many ways you can remind members of the group's goals!

Be creative! Develop a bulletin board and put your goals on paper footballs, moving them across the field as you accomplish each step, making your way to the goal line and a touchdown!