

Quick Tips

GOALS should be...

- Achievable
- Believable
- Controllable
- Desirable
- Evaluated
- Flexible
- Growth-facilitating
- Helpful
- Inspiring
- Justifiable
- Knowledgeable
- Listed
- Measurable
- Noticeable
- Optimistic
- Prioritized
- Quantifiable
- Realistic
- Success-oriented
- Time-bound
- Understandable
- Valuable
- Worthwhile
- Xciting
- Yielding

All of **Z** above!



Office of Campus Life Richland Community College

One College Park
Decatur, IL 62521

Phone: (217) 875-7200 Ext. 305
Fax: (217) 875-7783
E-mail: Campuslife@richland.edu
<http://www.richland.edu/campuslife>

Goal Setting



Leader Tips Leadership Development Tips for Groups



Office of Campus Life
Richland Community College

LEADership Mastery Program

What are Goals?

Goals are plans for the future. They are 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 for
- 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 something to do
- To **give each member a chance to state his or her 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

CHOOSE from the brainstorm list those goals you want to focus on for the coming year

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 progress

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

FOLLOW THROUGH - many groups that fail to reach their goals do so because they didn't ACT

HERE'S A TIP:

Make your goals visible! The more often people are reminded of their goals, the more likely it is that they will work toward achieving them!

- Post them in a conspicuous place
- Give a copy to every member
- Discuss the goals in newsletters and materials you distribute
- Make a creative bulletin board in your advisor's office.

REMEMBER:

Reward those members who are working on their goals and reward the group when goals are reached!

** The Office of Campus Life would like to thank the University of New Mexico, and the University of Kansas in aiding this publication.*

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