Student Organization Leadership Retreat
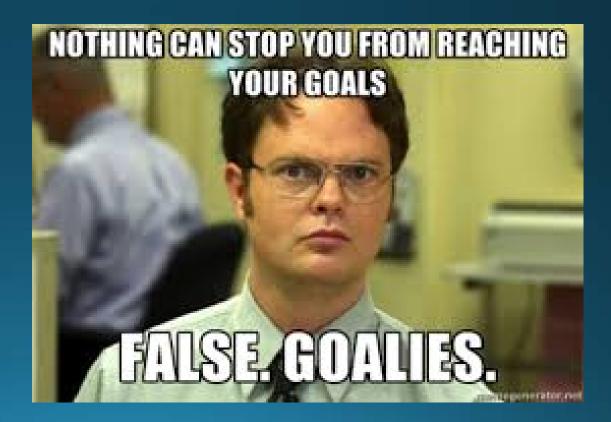
Rogers State University

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Goal Setting

Accessibility Meme Translation: Picture of Dwight Schrute from the Office with text, "Nothing can stop you from reaching your goals. False. Goalies."

Accessibility Meme Translation: Picture of Willy Wonka with text, "Oh wow, working on goal setting stuff said no one ever."

Definitions In Goal Setting

- Mission: A statement defining a group's function and purpose

- Goal: Broad, abstract statements describing an ideal state, or condition

- Objectives: Specific statements which describe desired behavior in measurable terms and acceptable performance.

Advantages of Goal Setting

- Provides clear objectives
  - People work better if they know what their goals are
  - People have clear ideas about what they hope to accomplish
  - Progress is measured in terms of what one is trying to make progress towards
  - Intrinsic goals produce more energy than extrinsic goals; therefore, people will work better if they set the goals for their own jobs
  - People are more comfortable in their job situation when they know how they will be evaluated.

- Allows for feedback
  - Reinforces the principles of participatory management, establishes the proper environment for constructive feedback, and enhances communication between the individual and the officers
  - Facilitates a fair and clear evaluation of performance of the organization

Characteristics of Organization Goals

- Realistic, attainable and feasible, yet provides challenge and growth
- Target date for completion
- Measurable results
- Clear, specific, and understandable
- Meaningful, relevant and beneficial
- Flexible with more than one method of attainment
- Created by all members
- Beneficial to all members

Use the SMART Goals Model

Accessibility Translation of Text in Graphic:

The research shows that specific and challenging goals lead to better performance (Locke, 1968). In this lesson we will be working on designing a plan and creating SMART goals to help us achieve a healthier lifestyle.

Specific:
Your goal should be as specific as possible and answer the questions: **What** is your goal? **Where** will it take place?
Measurable:
How will you measure your goal? Measurement will give you **specific feedback** and hold you accountable.
Attainable:
Goals should push you, but it is important that they are **achievable**. Are your goals attainable?
Realistic:
Is your **goal and time-frame realistic** for the goal you have established?
Timely:
Do you have a **time-frame** listed in your SMART goal? This helps you be **accountable** and helps in **motivation**.

Source: http://www.mcckc.edu/counseling/goal-setting/default.aspx

Setting SMART Goals

The research shows that specific and challenging goals lead to better performance (Locke, 1968). In this lesson we will be working on designing a plan and creating SMART goals to help us achieve a healthier lifestyle.

S Specific — You goal should be as specific as possible and answer the questions: **What** is your goal? **How** often or how much? **Where** will it take place?

M Measurable — **How** will you measure your goal? Measurement will give you **specific feedback** and hold you accountable.

A Attainable — Goals should push you, but it is important that they are **achievable**. Are your goals attainable?

R Realistic — Is your **goal and timeframe realistic** for the goal you have established?

T Timely — Do you have a **timeframe** listed in your SMART goal? This helps you be **accountable** and helps in **motivation**.

Process of Goal Setting

- *Why* - Clarify the needs and purposes that are the basis of the set goal

- *What* - Generate possibilities and narrow down the alternatives

- *When* - Specify when planning the work sessions and when the actual event will take place

- *Where* - Determine locations of events

- *Who* - Delegate responsibilities equally to all members

- *How* - Decide how to implement the selected alternatives

Planning

Planning is the process of laying out a course of action to achieve a goal.

- *Goal* - What is the overall result to achieve by executing this plan? The goal should include a target date for start-up and completion.
- *Objectives* - Each objective should state the result desired. Distinguish between long range and short range objectives.
- *Assumptions* - What are the factors that may affect the plan as it unfolds? What is the degree of probability that they will?
- *Resources* - What is needed to carry out the plan? Resources include money, people, machines, materials, time, experience, and energy.
- *Constraints* - What are the limitations to achieving the goal? Constraints may be limitations on resources or outside considerations.

Planning, continued

- *Tasks -* What activities need to be undertaken to achieve the goal? How long will they take? Who will do them? What resources are needed for each task?

- *Schedule -* Which tasks need to be done in sequence, or that can be done in a parallel? Are deadlines realistic?

- *Implementation* - Begin the plan.

- *Evaluation -* What are the milestones? What cross checks are needed to assure that tasks will be done properly?

- *Recycle the Process* - Other planning needed to reach the next goal? Is there more planning needed for a complicated step of the plan?

Goal Setting Tips

- Participation of all members
- Schedule time wisely
- Make a "To Do" list (preferably imbedded in a planning calendar)
- Update goals as plans change

Discussion & Questions