Student Organization
Leadership Retreat
Rogers State University
April 16, 2016
Presenter: Dr. Brent A. Marsh,
Vice President for Student Affairs

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

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.

**Use the SMART Goals Model**

**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
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