What is goal setting?

**Mission:** Defines the purpose of the organization and the values and ethical principals by which members aspire to live

**Goal:** step by step plan that reflects an organized means by which to clarify and develop your...

**Objective:** Details of exactly what is to be done, derived from the goals; specific tasks

BE S.M.A.R.T with your goals. Goals should be: **Specific,** **Measurable,** **Attainable,** **Realistic,** and **Timely**

So what is the process of goal setting?

1. Brainstorm
   a. Keep Creighton’s mission and the organization’s mission in mind when setting goals
   b. Include all members in the process
2. Prioritize
   a. Combine similar ideas and narrow the list
   b. Place the statements in order based on importance
3. Create the goal statements
4. Create an Action Plan
   a. List the specific objectives and tasks that must be accomplished in order to achieve the goal.

Now how is goal setting used?

Begin the work towards accomplishing these goals:
- Set deadlines for each goal or for the steps toward each goal
- Designate someone to see each goal carried through
- See what resources are available
- Decide what your expected results should or need to be
- Evaluate and report on the progress frequently to keep motivation
- Make your goals visible to all members and post them at meetings
- Allow goals to change to meet new circumstances
- Tell others of the goals to hold everyone more accountable

What should I avoid when setting goals?

- Set goals for someone who does not want them
- Avoid goals that are not realistic or too difficult
- Avoid being too general
- Avoid following a goal without a plan to accomplish it