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!

**Leader Hints:**

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

**Leader Hints** is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706. Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.
**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 the 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** your progress

**Be Flexible**–allow your goals to change to meet new circumstance

**Follow Through** many groups that fail to reach their goals do so because they didn’t ACT

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**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 at every meeting - put them on the agenda
- Put the goals in newsletters and materials you distribute
- Make a creative bulletin board: *make the bulletin board into a football field and put each goal on a paper football that moves closer to the goal line each time you accomplish a step

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**REMEMBER:**

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