

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!

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.

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Leader Hints

Leadership Development Tips
for Student Organizations

GOAL SETTING



REMEMBER:

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

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 some thing 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

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

