How many people do we want to attract? What do we want to accomplish? How many members do we want to sign up? How much money do we need to raise? When do we want to have it done? How many times do we need to do this? What is our goal?

Quick Tips

Goals should be . . .

- Achievable
- Believable
- Controllable
- Desirable
- Evaluated
- Growth-Enhancing
- Measurable
- Prioritized
- Realistic
- Time-Bound
- Understandable
- Valuable

Leading Bits

Topics

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/ By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/ Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

Leading Bits

Tips on Leadership Development

For Groups

GOALS

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The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.
Goals are plans for the future. They are your group’s direction for the year, as they state what the group wishes to accomplish and how it will do it. Goals should be evaluated and changed from year to year, or as often as necessary.

**Why Set Goals?**
- To give direction, provide a course of action for your group
- To motivate members
- To clarify and communicate what your group is striving to achieve
- To define your group's reason for being
- To provide a basis to measure success and accomplishments
- To save time by allowing your group to plan and prepare for future events

**Steps for Setting Goals**
- Brainstorm goals as a group
  - Evaluate past group successes and failures
  - Address new things that the group wishes to accomplish
- Choose from the list above the goals on which you will focus for the upcoming year
- Prioritize your group’s chosen goals
- Break each goal into strategies necessary to achieve it
  - These strategies should be specific and measurable
- Move into action and begin working on the goals
  - What is to be done?
  - How will it be accomplished?
  - What are the resources needed and/or available (people, money, material)?
  - Who will carry it through?
  - When will it be accomplished? (provide specific timelines and deadlines)
  - What results are expected and how will they be measured?
- Continually evaluate your progress
- Be flexible; allow goals to change to meet new circumstances, but don’t lose sight of initial vision
- Celebrate victories!

Many groups fail to reach their goals because they don’t follow through with the action strategies of goal setting.

**Make Steps Visible**
- Post them in your work area
- Give a copy to every member
- Discuss them at meetings— put them on the agenda
- Put them in newsletters and materials you send out

There are many ways you can remind members of the group’s goals!

Be creative! Develop a bulletin board and put your goals on paper footballs, moving them across the field as you accomplish each step, making your way to the goal line and a touchdown!