

## Goal Setting

One of the most important tasks a newly executive board completes is setting goals. The individual officers should make goals for their positions but the board as a whole should create chapter-wide goals to ensure group success.

### STEPS FOR GOAL SETTING

1. *Brainstorm*: Talk about what you want to accomplish, be creative and think big! Every single member to contribute to the brainstorming process
2. *Prioritize*: After the goals have been developed, put them in order, by importance. The chapter should set a few important, achievable goals rather than a huge list of goals that may or may not be achieved.
3. *Developing an Action Plan*: Identify the steps needed to accomplish the goal. Decide which officer is responsible for accomplishing different aspects of the goals.
4. *Evaluate and Assess*: Continue to monitor each person's progress and evaluate the goals at the end of each term.

#### **Attainable**

Can you realistically accomplish the goal considering the nature of your abilities/skills and aptitudes?

#### **Believable**

Do you believe you can accomplish the goal in the allotted time period?

#### **Controllable**

Do you have the ability to control the factors that affect and influence the outcome of your goals?

#### **Definable**

Can you express the goal clearly out loud or in writing?

#### **Explicit**

Are you specific about your goal and able to concentrate on the steps needed to achieve them?

#### **For Yourself**

Is this something you really want or something you're working towards because others believe it is right?

#### **Growth Facilitating**

Is the goal helping you or your chapter move forward?

#### **Measurable**

Is your goal expressed in numerical terms to evaluate progress?