

# Strategic Goal Setting

## The 7 Steps of Goal Setting:

**1. IDENTIFY THE GOAL:** If you don't identify a target you will never hit it. When you identify a goal it means that you write it down and describe it clearly. Don't set any nebulous targets. If you want to have specific success you must have specific targets. A goal "To improve my results" or "To spend more time on homework" is not specific. A specific goal would be "To increase my marks by 10% for each subject".

**2. LIST THE BENEFITS** - Once you identify a specific goal you need to list the benefits you will receive when you reach that goal. Let's face it, we only do the things we want to do and are willing to do. If there are no personal benefits your motivation for completing the goal will be diminished. You will need all the personal motivation you can muster, and understanding what's in it for you is vitally important.

**3. LIST THE OBSTACLES TO OVERCOME:** There will be some rough spots on your journey as you work to achieve your goals. Many of them can be anticipated and if you can anticipate something you can prepare yourself in advance to overcome it. So, think it through and make a complete list of all the things that can prevent you from being successful. If you can't think of everything, ask a trusted friend who knows you well to help you finish the list.

**4. LIST THE SKILLS AND KNOWLEDGE REQUIRED:** Knowledge gives us the power to accomplish things we would not otherwise be able to do, and skills give us the tools to take advantage of our knowledge. There is a direct relationship between knowing and doing, and successfully accomplishing your goals will require that powerful combination.

**5. IDENTIFY THE PEOPLE AND GROUPS TO WORK WITH:** People do a better job when we have the help of others. They can help us with knowledge and skill and can offer valuable advice we need to be successful. So when you set your goals always consider the people and the groups you can work with that can help you be more successful.

**6. DEVELOP A PLAN OF ACTION:** This is the most critical step and it involves thinking through the details of how you will achieve your goal.

**7. SET A DEADLINE FOR ACHIEVEMENT:** If you don't set a deadline for completing your goals you will not be able to be accountable to yourself, or anyone else. If you are not accountable for your goals you will not achieve them.

## Your Organizational Goals:

**Write down the goals that you have already developed as pertaining to the Strategic Action Plans and your program responsibilities.**

- 1.
- 2.
- 3.
- 4.
- 5.

## **Organizational Needs:**

**Goals can be developed around programmatic and organizational needs. This list can be developed by considering things that are currently missing for achieving the mission of the organization and accomplishing programmatic goals. What NEEDS have you recognized and identified?**

- 1.
- 2.
- 3.
- 4.
- 5.

## **Organizational Vision:**

**Vision is a preferred or desired state of the future. If you accomplish everything you wish to accomplish, what would that look like?**

## **Obstacles:**

**There will always be obstacles or things that get in the way of achieving your programmatic goals.**

1. **What are some obstacles?**
2. **How will you plan to overcome them?**