GOAL SETTING AND ACTION PLANNING

Leadership on Demand
AGENDA

• Overview of goals
• SMART goals
• Your SMART goals
• Creating an action plan
DEFINITION OF GOAL

An observable and measurable end result having one or more objectives to be achieved within a more or less fixed timeframe.
IMPORTANCE OF GOAL SETTING

Goal setting provides a concrete way to identify:

- What we want
- How to get it
- How to measure our successes
CHARACTERISTICS OF GOALS

• Based on values and what we consider important.
• Future focused.
• Are fluid—they can change over time as our priorities change and “life happens.”
• Can vary in terms of intensity as well as length of time. Some goals may be short-term, minor goals, such as finding a part time job; others may be long-term, major goals, like buying a house.
SMART GOALS

Specific – Measurable – Action-Oriented – Realistic – Timely

**S: Specific**

- Goals should be stated in very specific terms. Vague goals are difficult to attain, but specific goals give us a concrete target.
- Goals should also have a specific purpose to them.
SMART GOALS

Specific – Measurable – Action-Oriented – Realistic – Timely

M: Measurable
• Goals should always be measurable. If we do not set our goals in measurable terms, it is very difficult to assess whether we have achieved them.
SMART GOALS

Specific – Measurable – Action-Oriented – Realistic – Timely

A: Action-Oriented

• Goals don’t just come true on their own. Effective goal setting should include the action-based steps that you will do to make the goal happen.
SMART GOALS

Specific – Measurable – Action-Oriented – Realistic – Timely

R: Realistic

• There are few things more damaging to our sense of self-efficacy than setting ourselves up for failure. Goals must be realistically attainable.
SMART GOALS

Specific – Measurable – Action-Oriented – Realistic – Timely

T: Timely

• Goals must have deadlines. This is not to say that deadlines will never change, and it is not to say that you won’t ever miss a deadline. Defining a time limit for the goal gives us a definite time frame to work in and a date at which to assess our success.

• Some goals, like some academic goals, may have pre-defined deadlines.
<table>
<thead>
<tr>
<th><strong>SMART Goal:</strong> I will save enough money for a down payment for a car ($2000) within 1 year. To do this I will put $40 a week into a separate savings account.</th>
<th><strong>Not SMART Goal:</strong> I want to save a lot of money.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S:</strong> This goal is specific. Not only is there a specific amount of money listed, but the goal has a specific purpose listed (including your purpose for a goal can provide motivation)</td>
<td><strong>S:</strong> This goal is not specific. What is the money for? How much money? Is it to buy a car? House? Book?</td>
</tr>
<tr>
<td><strong>M:</strong> This goal is measurable. Not only is the overall goal measurable ($2000), but there is a measurable weekly goal of $40.</td>
<td><strong>M:</strong> This goal is not measurable. How will I know when I have met my goal? How can I measure “a lot of money?”</td>
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<tr>
<td><strong>A:</strong> This goal is Action Oriented. There is a specific action based plan for how to go about achieving this goal.</td>
<td><strong>A:</strong> This goal is not Action Oriented. There is not plan of action in place. I have not outlined at all how to go about meeting my goal.</td>
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<td><strong>R:</strong> These goals may or may not be realistic. “Realistic” is a subjective term. Only the person setting the goals can make this determination; however, to be effective, it must be assessed honestly. I may really want to be an Olympic gymnast, but most likely it is not realistic.</td>
<td><strong>R:</strong></td>
</tr>
<tr>
<td><strong>T:</strong> This goal is timed. There is a deadline for the overall goal (1 year) and for weekly progress.</td>
<td><strong>T:</strong> This goal is not timed. How long do I have to meet this goal? Am I saving “a lot of money” over the course of this week? Month? Year?</td>
</tr>
</tbody>
</table>
Write three SMART Goals for your internship, club or organization—can be individual or team related.

- Specific:
- Measurable:
- Action Oriented:
- Realistic (explain why):
- Timely:
For each goal, list the following:

- Actions that I **am** already doing towards achieving this goal:
- Actions that I **am not** currently doing, but will be able to do towards achieving this goal:
- Actions that I **am not** currently doing that I will need help/support with to achieve this goal:
- People and/or places from whom I can get help/support to achieve this goal:
THANK YOU!

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