

GOAL SETTING AND ACTION PLANNING

Leadership on Demand

THE UNIVERSITY OF ARIZONA

Leadership
Programs



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.

SMART VS. NOT SMART

<p>SMART Goal: 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.</p>	<p>Not SMART Goal: I want to save a lot of money.</p>
<p>S: 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)</p>	<p>S: This goal is not specific. What is the money for? How much money? Is it to buy a car? House? Book?</p>
<p>M: This goal is measurable. Not only is the overall goal measurable (\$2000), but there is a measurable weekly goal of \$40.</p>	<p>M: This goal is not measurable. How will I know when I have met my goal? How can I measure “a lot of money?”</p>
<p>A: This goal is Action Oriented. There is a specific action based plan for how to go about achieving this goal.</p>	<p>A: 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.</p>
<p>R: 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.</p>	
<p>T: This goal is timed. There is a deadline for the overall goal (1 year) and for weekly progress.</p>	<p>T: 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?</p>



YOUR SMART GOALS

Write three SMART Goals for your internship, club or organization—can be individual or team related.

- Specific:
- Measurable:
- Action Oriented:
- Realistic (explain why):
- Timely:



ACTION PLAN

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!

Leadership Programs
SUMC 404

leadershipondemand@email.arizona.edu

