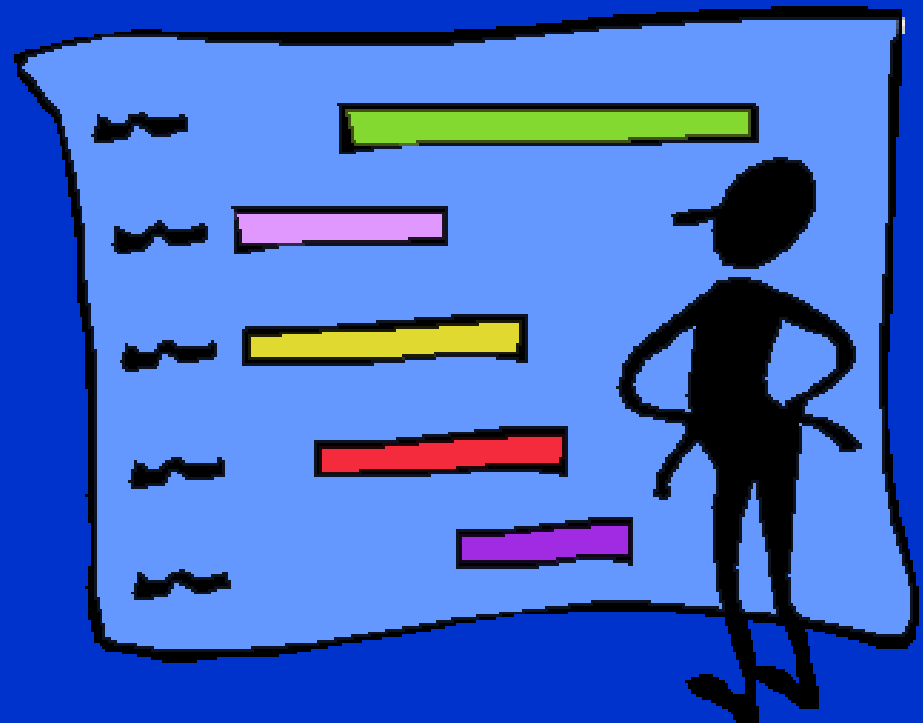


Achieving Goals



Achieving Goals

1. Set goals
2. Create action plans
3. Manage your goals



Achieving Goals

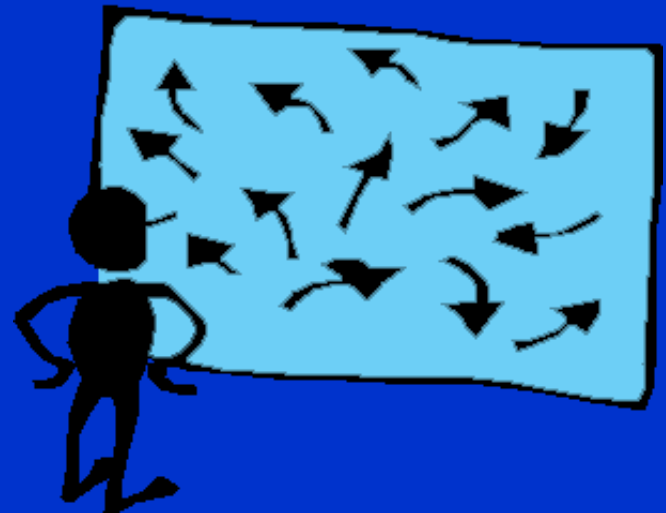
1. Set goals



Define Goals

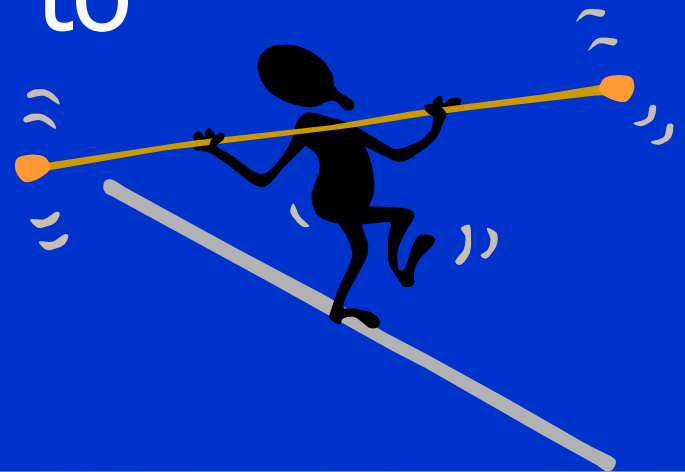
“In the absence of clearly defined goals, we become strangely loyal to performing daily acts of trivia.”

Unknown



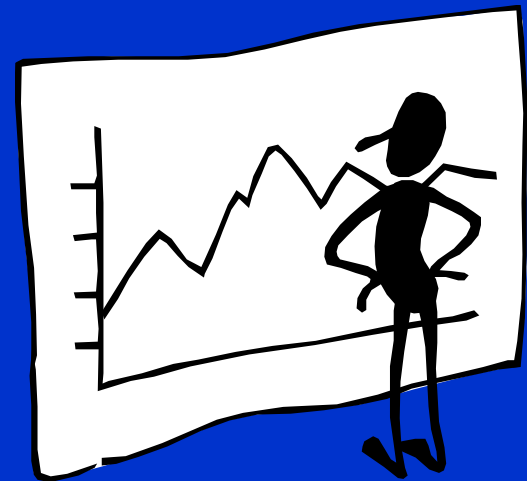
Setting Goals

- Conduct needs assessments
- Create effective goal statements
- Prioritize according to importance



Conduct Needs Assessments

- Gather information about the needs
- Prioritize according to importance
- Select the most important needs to address in goals



Effective Goal Statements

- Specific
- Measurable
- Actionable
- Realistic
- Time bound



Example Goal Statement

Organize a club
for women
by January 15, 2010

Sample Goal Statements

- Recruit 12 new club members by November 15 of this Lions year
- Train new club officers by August 15 of this Lions year
- Achieve publicity of three Lions club events by May 1 of this Lions year

Prioritize

- Organize possible goals according to importance
- Determine number of goals to try to achieve during the year



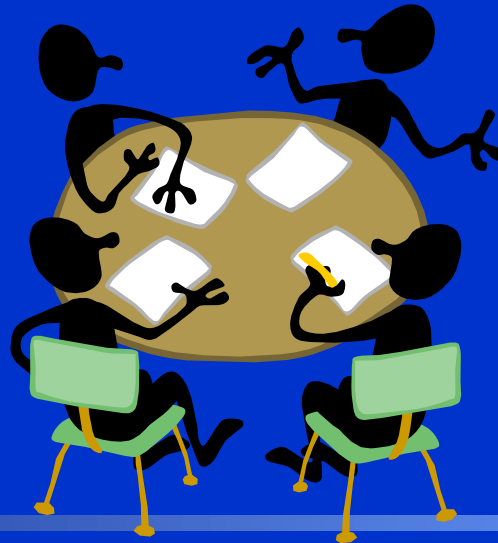
Achieving Goals

1. Set goals
2. Create action plans



Create Action Plans

- Specific-what, who, when
- Sequential actions
- Milestones for celebration



Sample Action Plan Content

- What action will be done
- Who will be involved or responsible and what resources are needed
- When action will be completed
- Results or how we know it is done

Sample Action Plan Format

Goal statement:

WHAT? (Action Steps)	WHO? (Person responsible for action)	RESOURCES? (Needed)	WHEN? (Deadline for completion)	HOW WILL WE KNOW? (How we will know the action step is accomplished)

Achieving Goals

1. Set goals
2. Create action plans
3. **Manage your goals**



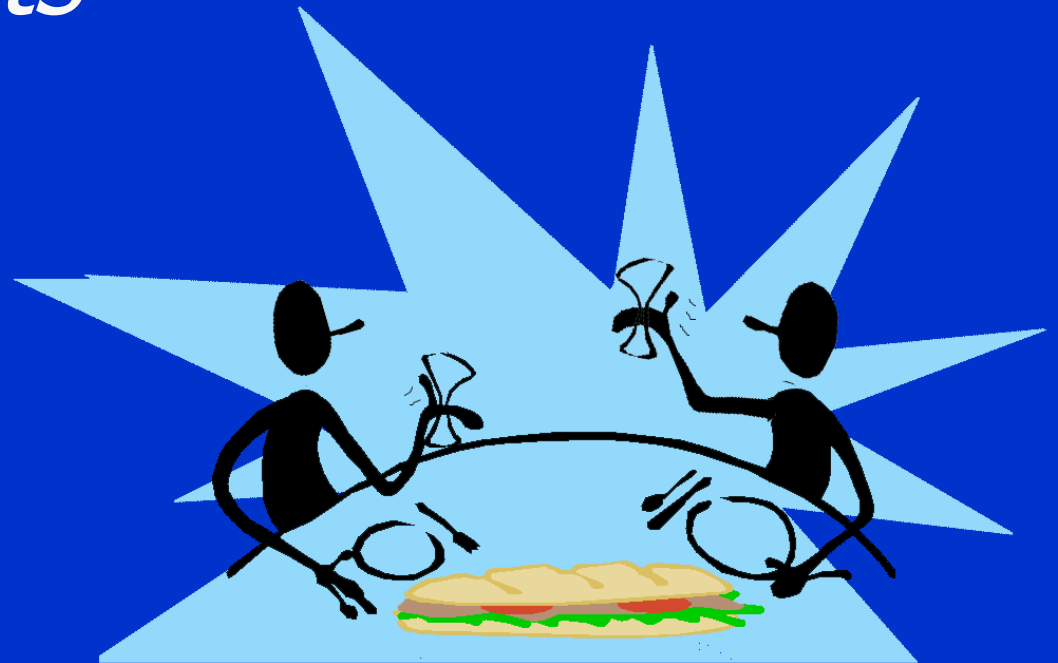
Manage Your Goals

- Delegate
- Reprioritize
- Review goals frequently
- Be flexible
- Visualize the results
- Reward yourself



Conclusion

Remember to celebrate your success and give recognition for achievements



To review:

- Set goals that are based on needs and defined in goal statements
- Involve others in creating action plans
- Manage your goals to succeed



Quote

Volunteers are not paid -- not because they are worthless, but because they are priceless.

