

“Organization Name” Goals for “Year”

Insert Organization Logo

Host a retreat for both incoming and outgoing officers ([see sample retreat agenda](#)). During the retreat, brainstorm goals for the upcoming year. Goals can be decided upon through activities such as a SWOT analysis or just through reflection and candid conversation over the previous years' efforts. [See information on goal setting](#).

Whatever they end up being, it's important to involve both outgoing and incoming officers in on the discussion.

1. “Organization Name” will.....
2. “Organization Name” will.....
3. “Organization Name” will.....
4. “Organization Name” will.....
5. “Organization Name” will.....

“Insert Year” Goals | Action Plan

1. Insert Goal #1

ACTION ITEM	PERSON(S) RESPONSIBLE	Update 1	Update 2	Update 3

2. Insert Goal #2

ACTION ITEM	PERSON(S) RESPONSIBLE	Update 1	Update 2	Update 3

3. Insert Goal #3

ACTION ITEM	PERSON(S) RESPONSIBLE	Update 1	Update 2	Update 3

4. Insert Goal #4

ACTION ITEM	PERSON(S) RESPONSIBLE	Update 1	Update 2	Update 3

5. Insert Goal #5

ACTION ITEM	PERSON(S) RESPONSIBLE	Update 1	Update 2	Update 3

STEPS IN GOAL SETTING

A. Brainstorm

1. Allow ideas to start flowing.
2. Discuss with others what you would like your office to accomplish through your office.
3. There is no such thing as a dumb idea or dumb question. Just say what is on your mind.

B. Prioritize

1. Place goals in order of importance.
2. Remember to set a few goals to which you, the officer, will commit.
3. Understand that too many goals can become unachievable.

C. Develop a quality action plan

1. Identify the steps needed to accomplish the goal.
2. Put the steps needed to accomplish the goal in order.
3. Be sure your goals are incremental and measurable.
4. Set a deadline for each step to be accomplished.

SMART GOALS

Goals need to be SMART. They need to be:

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, acceptable, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, timely, tangible, trackable