

QUICKTIPS!

(Goal Setting)

Defining Your Vision

Introduction: Your vision incorporates the overall purpose for your organization. It is the ideal and abstract vision that guides you and motivates you. What would your organization be if it was perfect and it was everything you expected it to be? Think big and think outside of the box! A vision is similar to a compass; it provides the direction in which you would like your organization to move. It is used to keep all members moving in the same direction. A vision is a dream with no limitations.

Examples:

1. Alpha Gamma Delta will be a sorority that is admired and respected on campus, and is an organization that attracts and develops quality members who are excellent students and involved, committed members of the university and Marquette communities.
2. Crew will be an outstanding sports club that attracts large numbers of committed members and is known throughout the Midwest as a premier rowing team.
3. Reel House will be known as a house that is a home to its members. The sense of belonging, strong traditions, and pure enjoyment of living in Reel House will make it a place that is very popular to live.

Process:

- 1) If your organization already has a vision, discuss it and determine if and how it needs to be revised. If your organization does not have a vision statement, let each member share his/her ideas and use them to build one great vision statement!

Vision: _____

- Keep your vision statement in front of your organization at different times during the year. Consider printing it on a large sheet of paper and keeping it in your office/meeting room.
- When deciding upon projects and activities, always consider whether they will help move your organization towards your vision.

Choose Your Goals

Introduction: Goals are general statements of what would be useful to move your organization towards your vision. Writing them down forces you to define and commit to them. Goals are WHAT your organization wants to accomplish; they tell members where you want to go – but not how. Some may deal with programs and projects, others may deal with membership or visibility. Some may deal with reputation and roles your organization fills; still others may deal with finances.

Examples:

1. VanAntwerp Hall will log 3,000 volunteer hours during the school year.
2. Relay for life will raise \$1,000 more than the previous year.
3. The Special Events Committee coordinate WinterFest as a major campus activity.

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Process:
Discuss and seek consensus on 2-3 innovate goals your organization will commit to for the school year. In selecting goals, choose the ones that will move your organization the closest to your vision.

- Write up your goals, make sure every member is familiar with them, and keep them in front of the group.
- Spend some time at a meeting discussing the progress you have made on your goals.

GOAL 1: _____

GOAL 2: _____

GOAL 3: _____

Specify Objectives

Introduction: What steps do you have to take to accomplish your goals? Objectives are precise and measurable activities that define the how, when, where, and what of achieving the goal.

- Set objectives that are realistic and attainable.
- Deadlines are a must. Even with “continuous” objectives your organization needs a deadline to reflect, review, and re-evaluate.
- Write objectives in the affirmative – positive and action oriented. Objectives should be something to do, not something to stop doing.

Examples:

Goal: VanAntwerp Hall will log 3,000 volunteer hours during the school year.

Objective 1: Appoint a Volunteer Chairperson to work with the NMU Volunteer Center (by September 30).

Objective 2: Encourage all six houses to participate in Make a Difference Day.

Objective 3: Develop a competition for most volunteer hours between the six houses in VA.

Objective 4: Encourage VA residents to sign up for the Volunteer Update.

Goal: The Special Events Committee will coordinate WinterFest as a major campus activity.

Objective 1: Gather student opinions on a variety of possible WinterFest activities (by October 31).

Objective 2: Re-examine the point and prize structures so as to encourage maximum participation.

Objective 3: Critically examine the timing and the means of promoting WinterFest activities (by December 15).

Objective 4: Meet with Housing & Residence Life staff and interested student organizations to encourage participation (January).

The Process:

- 1) As a group, discuss each goal that you have adopted and break it down into four or five things that will need to happen in order to achieve it.
- 2) Assign responsibility for objectives to different members and check back with them to see if they have been accomplished or if some assistance is required.

GOAL 1: _____

Objective 1: _____

Objective 2: _____

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Objective 3: _____

Objective 4: _____

GOAL 2: _____

Objective 1: _____

Objective 2: _____

Objective 3: _____

Objective 4: _____

GOAL 3: _____

Objective 1: _____

Objective 2: _____

Objective 3: _____

Objective 4: _____