

## Planning to Achieve Your Goals

**Goals** are used to guide an organization’s activities and gauge its progress toward its vision and mission. Goal setting is an integral part of every planning process. They should be set and monitored in just about every area of operations including programs and services, fund-raising, human resources, and finances.

The steps that are taken in the goal setting process are:

1. Reaffirming your vision and mission statements.
2. Assessing the internal and external situation and gaining an understanding of how this affects your organization’s work.
3. Reviewing your recent activities and decide what needs to be changed. Making a list of these items and categorize them into operational areas.
4. For each item that needs to be changed, setting **measurable** and **realistic** goals. Every goal should be measurable so that you can determine whether or not it has been achieved.
5. Breaking each goal down into an action plan. An action plan lists tasks that must be accomplished in order to achieve the goal. Assigning each task to a specific person. Determining how much it will cost and how long it will take.
6. If goals fail to be partially or completely achieved, setting new goals that reflect what you have learned and what has changed internally and externally since the original goal was set.

Goals can be quantified in a number of ways, including:

- Number of participants
- Number of sessions completed
- Increase or decrease in spending or income
- Time to complete projects or phases of projects
- Change in behavior, attitudes, or opinion

**What is your goal?**

<b>What is your goal?</b>			
<b>Task</b>	<b>Who</b> will do this?	<b>When</b> must it be done?	<b>How much</b> will it cost?