DEVELOPING GOALS: The Process

**BRAINSTORMING**
- Include all members in brainstorming
- Start by discussing what each person wants the group to accomplish
- Record all the ideas suggested during the brainstorming session

**Explore The Components of a Goal**
After a complete brainstorming session, describe the following components to members to begin narrowing down your goals. Goals should be:
- Realistic, attainable, and feasible, but should provide challenge and growth
- Clear, specific and understandable
- Meaningful and relevant
- Flexible, with more than one method of attainment

**Prioritize Goals**
- Place goals in order of importance
- Include all members in the process
- Select a few important goals to which the group can commit to (as opposed to a long to-do list)

**Methods to assist prioritization:**
- Have a discussion with each member voices their own opinion
- Ask members to rank the goals on their own and share ideas with the group
- Break into small groups and prioritize goals

**Create an Action Plan**
Identify the following items to take action steps toward achieving your goal:
- Decide WHAT actions/critical steps need to occur for each goal
- Determine WHO will help to implement the plan (individuals, committees, etc.)
- Decide WHEN each action will be completed by creating a timeline
- Identify WHAT RESOURCES (people, time, money, etc.) are needed to complete the next steps
- Decide HOW you will MEASURE SUCCESS