

SETTING AND ACHIEVING GOALS

Presenter: Sadhana Hall, Deputy Director, Nelson A. Rockefeller Center for Public Policy and the Social Sciences at Dartmouth College

Leadership

Lesson Description

As a leader, you have a vision for what you would like your organization to achieve. To make that vision a reality, you need to start with the end result in mind or your long-term goals. Short-term goals help you to acquire knowledge and organize your time and resources so that you can reach your desired long-term goals effectively and efficiently. In this lesson we'll take a look at the importance of setting clear goals, the importance of involving your team members and the basic steps necessary for proper goal-setting.

Learning Objectives

1. Define long- and short-term goals.
2. Develop goals for the individual and for the team.
3. Follow basic steps to achieve long-term and short-term goals.

Discussion Questions

1. Thinking about a project, task, or personal/professional development you want to achieve, identify the possible long- and short-term goals. Now apply the SMART test. Outline how the goals are **s**pecific, **m**easurable, **a**ppropriate, **r**ealistic and **t**ime-bound.
2. For your project, work or study, identify the “circle of influence” and the “circle of concern.” Discuss why you placed items in each list and if they belong there.
3. Discuss experiences you've had with businesses or organizations regarding goal-setting. Which experiences were the best or strongest, and why? Which were the weakest, and why? How were changes in goals communicated to you?

Developmental Actions

1. Using the six steps outlined in the video, develop a set of long- and short-term goals for either your personal or professional development or a project you want to launch. Be sure they pass the SMART test.

About the Video Presenter

Sadhana Hall is the deputy director of the Nelson A. Rockefeller Center for Public Policy and the Social Sciences at Dartmouth College. In this capacity, Hall designs, implements and oversees programs for undergraduate students focusing on leadership, public policy and civic engagement. Prior to this appointment, Hall worked for more than 20 years with communities around the world in strategic planning, staff and program management, financial planning, and program development. She helped implement programs in health, agriculture, economic development and water supply.