



How to Figure Out a Goal

A goal is a plan for the future. Group goals are about changing something in your community or organization [changing something that affects a whole group of people]. They need to be decided on by a group of people who want to work together. Personal goals are different than group goals. They are about one person's future and are worked on by that one person with help from friends, family, and other people.

This tip sheet is about how to figure out group goals. When the group makes one goal, you can go back to step one to make another goal.

Step 1: As a group **make a list of ideas** for a goal by answering these questions:

What needs to be changed about...? [our school, community, club, organization]

What needs to be better about...? [our school, community, club, organization]

Be as clear and detailed/exact as you can. A goal should be something you know you have the time, resources [like money, community support] and people to work on.

Step 2: Once you have a list of ideas, **pick one** and make sure everyone in your group agrees on it.

An example of a goal is: Make our school more accessible for people who use wheelchairs.

Also remember if your group is part of a project or organization the goal will need to fit with what the project/organization does. If there is a Mission Statement, a statement written by an organization about what it does, be sure that your goal fits under the Mission Statement.

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If it does not fit, you can go back to the list made during step 1 and pick another goal, find another organization to work with or make your own club/group to work on the goal.

Step 3: Make a list of **steps** to work on/complete your goal.

These steps will be how you know you are working on your goal. For example a step may be, “Meet with the principal to talk about getting a ramp into the gym”.

Step 4: For each step list out the **tasks** that need to be done to finish a step.

For example, the *step* is to: “Meet with the principal to talk about getting a ramp into the gym”.

Tasks to make this happen are:

- Calling and making an appointment with the principal
- Figure out which people from the group will meet with the principal
- Figure out what needs to be said [how will the group make the principal understand why there needs to be a ramp]
- After the meeting figure out next steps and follow-up [follow-up could be sending more information after the meeting, phoning the principal to give them updates, etc]

Step 5: **Time Lines**

Time lines are dates the group decides tasks will be done by. This can help to figure out how long a goal will take. Think about **When** it will get done by and **Who** will do it.

For example: for the step of “Meet with the principal to talk about getting a ramp into the gym”.

A time line for the Tasks could be –

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- Figure out which people from the group will meet with the principal

When: By June 15th

Who: needs to be decided

- Calling and making an appointment with the principal

When: By June 20th

Who: Rosa will call

- Figure out what needs to be said [how will the group make the principal understand why there needs to be a ramp]

When: June 18th

Who: the people who are going to meet with the principal

Tips

Thank-you's:

Working on a goal can be hard work for everyone. Remember to send thank-you notes, or something else, to people in the community the group is working with.

Also find ways for the group to relax and have fun. Going to dinner, a parade, or doing other things can help the group keep going on the work.

Be creative in your goals:

Goals do not always need to be meetings. There are lots of other ways to advocate for change. Check out KASA Ways To Make Change.

Other KASA Resources:

KASA A Facilitator is...

KASA Facilitation Tips

KASA Leading a Meeting

KASA Advocacy Tip Sheet

KASA How to Give a Presentation

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