



# PLANNING FOR SUCCESS

excerpts from the Lions Learning Center Goal Setting Course available at [lionsclubs.org](http://lionsclubs.org)

*In the absence of clearly defined goals, we become  
strangely loyal to performing acts of trivia.*

—Author unknown

## WHY SET GOALS?

- **Achieve More** – research shows that people with high levels of achievement consistently set goals
- **Be Successful** – success is a choice. By deciding what is important to you and what you want to achieve, you are outlining your path to success
- **Increase Confidence** – goals are a means to measure achievement. As you achieve your goals, you become more confident in yourself & your abilities
- **Have Clear Direction** – goals enable you to concentrate your efforts in a specific direction rather than drifting aimlessly.
- **Reduce Stress** – people who set goals have a better sense of control over their life and tend to worry less/experience less stress.

## SMART GOALS

- **Specific** - A specific goal has a much greater chance of being accomplished than a general goal. You will have more focus if your objective is clear.
- **Measurable** - When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. If you can't measure it, you can't manage it.
- **Actionable** - Make sure you have some control over the accomplishment of your goal. If there is nothing you can do, you won't succeed.
- **Realistic** - Goals should be challenging, but not so much so that there is no chance of achieving them.
- **Time Bound** - Set a timeframe for the goal: next week, in three months, by the end of the year. Putting an end point on your goal gives you a clear target toward which to work.

Examples:

- **Wish:** Membership Chair Bob wants to increase membership.
- **SMART Goal:** The Anytown Lions Club will add 5 new members this Lions year.

## STEP 1

### SETTING GOALS & PRIORITIES

Set your goals. Establish priorities. Write out plans to reach your goals. Be reasonable and don't try to accomplish everything in one day.

Consider your goal in terms of priorities:

- How urgent is it?
- How important is it?
- How often must it be done?
- Should someone else (or group) do it?
- Is this goal within the scope of my responsibility?
- What will happen if this goal is not achieved?

What are your Club goals for next year? Rank your goals into categories.

GOAL	Must, Should or Might Do

## STEP 2

### ACTION PLANNING

A separate action plan should be created for each goal. A blank Action Plan Worksheet can be found on the back of this sheet. Additional copies are available tonight & an electronic copy will be emailed to all.

# Action Plan Worksheet

WHAT? (Goal Statement)

HOW? (Action Steps)	WHEN? (Deadline for completion)	WHO? (Person responsible for action)	HOW WILL WE KNOW? (How we will know the action step is accomplished)