Goal Setting Tips

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| Keep them few in number | Focus on a handful of goals so that you can repeat almost from memory. |
| Make “SMART” goals | Goals must meet five criteria:  *Specific*—identify exactly what you want to accomplish as specifically as possible  Poor: Hold a webinar. Good: Hold a webinar about FDA recommendations in the new Generic Drug Development Guidance*.*  *Measurable*—quantify the result so you know if the goal has been met  Poor: Conduct student outreach. Good: Visit 5 student chapters.  *Actionable*—every goal should start with an action verb (e.g., submit, develop, conduct, enhance)  Poor: Be more consistent in posting discussions. Good: Write 2 posts per month.  *Realistic*—good goals should advance the group, but must be obtainable  Poor: Hold a successful workshop. Good: Hold a workshop that has a 95% satisfaction rate from the attendees.  *Time-bound*—every goal needs a date when you plan to deliver on it  Poor: Submit a white paper. Good: Submit a white paper by April 2020. |
| Build SMART goals collaboratively | The community’s goals should:   * Support the [AAPS strategic plan](http://www.aaps.org/uploadedImages/Content/About_AAPS/AAPSstrageticplangraphicOct2015.png) * Relate to the community’s prior goals * Be SMART goals * Be developed in collaboration with your volunteers and other communities with similar interest areas |
| Review them frequently | Reviewing goals on a regular basis is what turns them into reality. Ask yourself, what is the next step needed to move towards achieving this goal. |