



Short-term Goal Worksheet

Club Executive:

What is one immediate, time sensitive goal you would like to act on right now? It might be focused on education, membership, public relations or other area.

Goal:

How motivated is the club to achieve this goal? What obstacles are in the way?

Action:

What action(s) will the club take to achieve this goal? (Limit to 2.)

Action 1:

What resources (people, funding, materials) are available to assist:

Who will be responsible for the action?

When will it begin?

When will it be finished?

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How will progress be tracked?

Repeat process for action 2. Limit to 2 action steps.