

Activity 1.9 Collaborative Goal Setting

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Description

Organizations, collaborative groups, and individuals have a need for goals. We often fail to meet our goals because our process for creating the goals is flawed. This activity demonstrates how to collaboratively set goals that are realistic and achievable.

Learning Goals

- Develop a deeper understanding of common mistakes in goal setting.
- Learn an adapted SMART process to collaboratively create achievable goals.

Instructions (50 minutes)

Set Up	<p>Prepare for the Activity</p> <p>Organize participants into small groups (5-6 ppl).</p> <p>Share the Collaborative Goal Setting Worksheet with participants.</p> <p>Begin by introducing the learning goals of this activity.</p>	
Step One	<p>Introduce the SMART Goal Description</p> <p>As a full group, introduce the worksheet and review the description of SMART Goals:</p> <p>S = Specific (things that are easy to relate to)</p> <p>M = Measurable (things that we measure quantitatively or qualitatively)</p>	10 min

¹ **Citation for this activity:** Jack Byrd (2023). Collaborative Goal Setting. In Hartman and Byrd (Eds), The Interactivity Foundation Collaborative Discussion Toolkit. Retrieved from <https://www.collaborativediscussionproject.com/activities/module-1>

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	<p>A = Achievable (things that are realistic, agreed to, and attainable) R = Relevant (things that make a difference) T = Time Bound (things that can be achieved within the time available)</p> <p>Ask participants to review Challenge One of the worksheet and complete this first step silently. After about five minutes, invite a couple of participants to share their revised statements. Review as a full group.</p>	
Step Two	<p>Practice Setting SMART Goals</p> <p>In small groups, invite participants to review Challenge Two: Organization Goal Setting in the worksheet. Give them a few moments to read the scenario and then ask them to complete the challenge as a group. You can also read the scenario aloud to the full group.</p> <p>Organization Goal Setting You are the leadership team of a volunteer organization. The mission of the organization is to increase food security in your community. Currently, there are 223 members in your organization, but only 127 members (56%) are actively involved. You want to expand your services but need more members and, particularly, active members to do so.</p>	10 min
Step Three	<p>Practice Identifying New Challenges</p> <p>Invite groups to move on to Challenge Three in the worksheet. If necessary, review the tasks together as a full group:</p> <ul style="list-style-type: none"> • Each group must identify another challenge for the leadership team in the scenario. • Each group will create a new goal based on the needs that they identified in the scenario. <p>After each group has had a chance to create a new goal based on a challenge that they identified, briefly share back with the full group.</p>	15 min
Step Four	<p>Debrief as a Full Group</p> <p>Discuss:</p> <ul style="list-style-type: none"> • How was the experience different when creating a goal by yourself (like in Challenge One) versus crafting goals together (Challenges Two and Three)? • Why might you want to craft goals together as a group or team? • What are the challenges of doing this together? Trade-offs? 	15 min

Reflection Journal

- Think about how you might use the SMART process to work for you in setting personal goals. Could you imagine teaming up with others to collaborate on each other's personal goals? How might you use this process in group or team settings?
- Which criterion of SMART do you find most difficult or challenging to address? Why do you think that is? What might that say about you, us, or society?

Practice Journal

This week, set one personal goal using the SMART approach. Write a reflection on how it went. Brainstorm areas in your life where this process might be helpful. Imagine what it would look like if this became a routine practice in your life.

Dive Deeper: Additional Resources

- [Writing SMART Goals](#): Herrity, Jennifer. "How To Write SMART Goals in 5 Steps (With Examples)." *Indeed*, 10 July 2023, www.indeed.com/career-advice/career-development/how-to-write-smart-goals. Accessed 25 Aug. 2023.

Activity Cluster

[1.1 What is Collaborative Learning?](#)

1.9 Collaborative Goal Setting