The following worksheet is designed to assist an Executive Board member of an organization to set goals and think about the upcoming challenges ahead.

A. List the major activities/responsibilities you will have as an officer in the coming year:
   1. 
   2. 
   3. 
   4. 
   5. 
   6. 
   7. 

B. Which one(s) will be the most difficult to achieve? 
   Why?

C. Which one(s) will be the easiest to achieve? 
   Why?

D. What is/are the area(s) your organization needs to work on?

E. What are the things you want to change during your term?

F. What are the things you plan to personally gain from being an officer?

G. What are your best assets as an officer?

H. Are there any areas you will need assistance with?

Additional Comments:

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RELATED SAO RESOURCE

* Setting Goals

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REFERENCE

Adapted from: St. Norbert College, Department of Leadership, Service & Involvement

Additional resource handouts are available as well as consultation services. 
For more information, contact the Student Activities Office in the Student Center at 465-4450.