SOA: Goal Setting Worksheet

Use this worksheet to write the goals for your presentation. See *Creating Content Meeting Workbook* on the Volunteer Resource web page for additional details.

Worksheet 2: Writing your Goal

Directions: Write your goal in the area below. Use the questions to determine if you've written a good goal.

Goal:

Goal Review:		Yes	No	
Is your goal a broad statement of the result you want to achieve?				
Does your goal describe the "bottom line" information you want your audience to take away with from your presentation?				
Is your goal specific and clearly stated?				
Is your goal attainable and realistic within the presentation time frame?				
Is your goal relevant to your target audience?				

Make revisions to your goal if you answered NO to any of the questions.