

Goal Statement: I have chosen to focus on the Learning Objectives of Effective Communication, Personal and Social Responsibility, and Working Collaboratively. These goals have been target areas that have affected personal, academic, and extracurricular aspects of my life that I seek to improve. I can see how the development and/or improvement of these skills would allow me to be a more effective and efficient leader and team member. The position of Executive Director allows me an opportunity to apply these changes that I seek to make, evaluate whether or not they are effective, and apply changes based on results and feedback. I will make a personal initiative to hold myself accountable to these goals in order to better serve myself, my organization, my academic career, and my personal relationships.

Outline of Learning Objectives and Methods

I. Communicate Effectively

- a. Responsibilities and expectations clearly communicated
 - i. Learning Methods:
 1. Always ask questions when clarification or repetition is necessary
 2. Ensure that questions of others are addressed as well
 3. Agendas compiled and printed for AD's before committee meetings to provide tangible way of keeping them updated and informed of tasks and critical action items
 4. Send summary email after committee meetings to AD's and weekly director staff meetings to confirm decisions made at the meeting and the responsibilities of each AD
 5. Keep freshmen informed on progress and tasks through well-organized and well-prepared committee meetings
 - ii. Evaluation:
 1. One-on-one meetings with Assistant Directors to evaluate work distribution and progress as well as the structure of our committee
 2. Surveys given to freshmen to assess knowledge of service project and target areas that need to be addressed or clarified
 3. Surveys given to AD's to assess Delegation and Effective Meetings
- b. Actively engaged in listening and attention to details
 - i. Learning Methods:
 1. Ask questions when clarification or repetition is needed
 2. After meetings, write down the outcomes, decisions, or reminders while the information is still fresh
 3. Review preparations for meetings immediately beforehand to review objectives and ensure they are met
 - ii. Evaluation:

1. Success demonstrated by leaving meetings and conversations with the confidence that I am aware of all details communicated and that all questions have been answered completely.
- c. Correspondence in a professional and timely manner
 - i. Learning Methods:
 1. Call home at least once per week
 2. Checking and responding to emails at least twice per day
 3. If an email is read and a response is necessary, but response cannot be given at the time the email is read, mark as unread and set a reminder
 4. Respond to phone calls, text messages, emails, etc. the same day that they are received
 5. Being reachable at all times—having my phone with me and responding promptly
 - ii. Evaluation:
 1. Self- evaluation of daily performance with emails, phone calls, texting, etc.
 2. Feedback from service project AD's and/or Chair/Vice Chair

II. Practice Personal and Social Responsibility

- a. Responsible Decision-Making
 - i. Learning Methods:
 1. Avoiding over-commitment. Before making an impulse decision, think about what other responsibilities and commitments I have, and whether or not making a decision would impede my ability to follow through with those other responsibilities
 2. Acknowledging when an opportunity or decision is irresponsible and turning it down
 3. Hold myself accountable for the consequences of the decisions that I make
 - ii. Evaluation:
 1. Confidence that I am making informed and responsible decisions with respect to all of my commitments and obligations, and putting these above pleasing others. Demonstrated by my ability to decline opportunities that would be fun or putting others' needs ahead of my own to an unreasonable extent.
- b. Prioritization and Time Management Skills
 - i. Learning Methods:
 1. Updating my task list on my phone and my planner as tasks are presented and completed, in consideration for deadlines and prioritized tasks to increase attention and awareness
 2. Assess each task and organize them in order of urgency at the end of every day
 3. Review objectives for the following day at the end of every night

4. Assign time estimates to tasks and set aside specific time to work on tasks, keep track of whether or not my estimate was accurate
5. Break projects (tests, assignments, organization projects) down into smaller tasks and set personal deadlines for each of the smaller parts as part of a timeline. For organization projects, plan timelines as a committee to hold AD's accountable for their responsibilities

ii. Evaluation:

1. Success determined by frequent updates and productive use of prioritized tasks lists, timelines, and critical path plans to ensure that my time and effort is used to the best of my ability to produce my personal best results.

III. Work Collaboratively-

a. Facilitating and Participating in Group Discussions

i. Learning Methods:

1. At Exec and Staff Meetings, share ideas for projects and input on group decisions, recognizing that my perspective and opinions have merit
2. Demonstrate balance between facilitating discussions and incorporating contributions, especially during committee staff meetings. Plan topics for discussion ahead of time and make sure that all members are a part of the decision-making process
3. Take initiative to make suggestions or step up to take responsibility for a new project or a task that must be completed by someone in the group (However, in committee work, use delegation)

ii. Evaluation:

1. Success demonstrated by input and contribution to meetings as well as active cooperative engagement in group projects and class discussions. I should leave meetings feeling that I have contributed and that my ideas have been shared. Self-evaluation primarily, but potentially feedback from other execs as well.

b. Positively offering and receiving constructive criticism

i. Learning Methods:

1. Evaluate performance of Assistant Directors, meet with them individually in December, mid-March, and May to provide feedback, praise, suggestions, using the Rubric for Effective Feedback
2. Ask for input and feedback from the Assistant Directors regarding my strategies and changes they would like to see in the way that I am structuring the committee projects and meetings. Take this feedback seriously and incorporate changes accordingly
3. In order to avoid taking constructive criticism personally, make a conscious effort to view it as an opportunity for self-improvement and increased self-awareness

4. Recognize that people offering constructive criticism (friends, family, teachers, organization staff, etc.) are doing so in my best interest
- ii. Evaluation-
 1. Success will be demonstrated by viewing constructive criticism as an opportunity for improvement