

Task 5: Set clear and realistic objectives, supporting tasks, and action steps to achieve goals

Key Terms and Examples: Goals, Objectives, Tasks, and Actions

In this section, you will be moving from the collection of information and goal setting to planning for implementation. The next few tasks will ask you to prioritize and align your goals. To accomplish them, you will need to do the following:

- Assess, analyze, and synthesize the information you have gathered to draw key conclusions (see Data Collection and Accountability Resources in Task 6).
- Share information with key leadership and stakeholders so they understand the direction being taken.
- Work with teams that will be involved in the implementation of the plan to develop detailed tasks, etc.

Key Terms

Goals – broad initiatives, in line with the institution’s mission, that will enable the vision to be realized

Objectives/initiatives – intended, measurable steps to realize goals

Tasks – activities needed to fulfill objectives

Action steps – activities needed to fulfill each task. **Note:** The action steps outlined at this point will be preliminary. The action steps should be finalized by the team responsible for implementation.

Example: Diversity at University of Massachusetts Medical School (UMMS)

Strategic Goal	Prioritized Objectives
<i>List your prioritized goals from Task 4.</i>	<i>List, in order of priority, two to four objectives per goal.</i>
Strategic Goal 3. Design an Ideal Learning Environment	3.1 Develop a strong infrastructure of mentoring circles for underrepresented groups and professional women (mentoring circles for students established, professional women in progress).
	3.2 Increase funding for scholarships for students from underrepresented groups, and increase funding for Faculty Diversity Scholarship Program.
Rationale: Prepare faculty and students to relate to a diverse health care environment.	Metrics: Identify metrics to measure and monitor progress toward goal.
Goal Sponsor: Senior leader/stakeholder responsible for this goal	

Tasks/Action Steps (Implementation team will develop action steps.)	Responsible Persons	Dates		Status	Comments
		Start	End		
3.1.1 Design and execute evaluation and metrics for Mentoring Circles Program. a. Action Step 1 b. Action Step 2					
3.1.2 Pursue external funding for a \$__endowment to expand Faculty Diversity Scholarship Program. a. Action Step 1 b. Action Step 2					

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