**How TO USE THIS WORKSHEET**

* This worksheet is designed to help you brainstorm some goals you would like your respective program or department to accomplish over the next 3-years (July 1, 2025-June 30, 2028).
* To complete this worksheet, take a few moments to answer the Brainstorming Prompts below. You will bring your completed worksheet to your next program or departmental meeting, where you will discuss ideas as a group.

**TIPS & TRICKS**

* Don’t worry about perfection on this worksheet! You likely already have some ideas in mind. This worksheet will help you put them on paper for future development.
* Feeling a bit stuck? Here are some ideas on what makes a great goal:
	+ Great goals are SMART – **S**pecific; **M**easurable; **A**ttainable; **R**esults-driven; and **T**ime-limited.
	+ They align with [OTC’s Strategic Plan](https://about.otc.edu/plan).
	+ They align with the [OTC Cares framework](https://about.otc.edu/otccares/) of being proactive, holistic, data-informed, and student-centered.
	+ They aren’t just a descriptor of your everyday work but are what your program or department strives to do.
	+ They are ambitious but attainable.
* If you have a larger goal in mind that might take several years to complete, think about how to break that larger goal up over the next couple of years to obtain it.
* Still feeling stuck?
	+ Check out the [OTC Strategic Plan](https://about.otc.edu/plan) and [Data on Demand](https://in.otc.edu/data). Think about how your program or department can help advance the priorities we have identified as a college.

**BRAINSTORMING PROMPTS**

#1 – List below some ideas for things you would like to see your program or department accomplish during the next three academic years. Feel free to list anything you are thinking about – you can refine it a bit more in a moment.

#2 – All OTC programs and departments play an important and unique role in keeping students at the center of their decision-making. What are some ideas you have on how your respective program or department can integrate being [proactive, holistic, student-centered, and data-informed](https://about.otc.edu/otccares/) at the core of your future goals?

#3 – Take a moment to review the goals you listed above. What are your top 2-3 ideas?