# Goal Writing Guidance and Template: Aging Plans for 2025–2027

## Goal Writing Guidance

**Goal statement should explain:** What improvements do we envision for our program or services? It may help to consider these questions in framing goal statements and strategies:

1. Why are we choosing this thing to focus our efforts on?
2. Why do we believe this particular effort will make things better?
3. How do we think this leads to people being better off?
4. How will we know when we’re done with this effort?
5. How will we know whether anyone is better off because of this effort?

**Plan or strategy should explain:**

1. Do we intend to increase the amount of effort, improve the quality of efforts, or make some other changes that improve the program?
2. How do we think these improvements will benefit our community and/or program participants?
3. What will we do to move forward this improvement?

**Preliminary ideas about how we will document our efforts and accomplishments:**

1. Tools that will tell us **how much** we have done.
2. Tools that will tell us whether we have **done things well**.
3. Tools that will tell us if anyone is **better off** because of the changes we made.

## Goal Writing Template

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| **Older Americans Act program area** (Select a program area if applicable.)[ ] Title III-B Supportive Services[ ] Title III-C1 and/or III-C2 Nutrition Program[ ] Title III-D Evidence-Based Health Promotion[ ] Title III-E Caregiver Supports |
| **Aging Network value** (Select a value if applicable.)[ ] Person centeredness[ ] Equity[ ] Advocacy |
| **Goal statement:** |
| **Plan or strategy:** |
| **Documenting efforts and tools:**Documenting **how much** has been done:Documenting **how well** it has been done:Assessing whether anyone is **better off**: |
| ***OPTIONAL*: Notes on considerations for framing goals**1. Why are we choosing this thing to focus our efforts on?
2. Why do we believe this particular effort will make things better?
3. How do we think this leads to people being better off?
4. How will we know that when we’re done with this effort?
5. How will we know whether anyone is better off because of this effort?
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