

**Small Group Discussion Guide**  
**City of Renton Arts and Culture Master Plan**  
**Community Stakeholder Meeting**  
**January 28, 2010**

Break-out Sessions

- #1 – Individual Artists –facilitated by Jennifer Davis Hayes  
Location: Council conference room (by Mayor’s Office)
- #2 – Cutting Edge & Outside the Box Ideas –facilitated by Jane Zalutsky  
Location: Fire Conference Room (to the south)
- #3 – Connecting with Diverse Communities –facilitated by Wendy Kirchner  
Location: Council Chambers (south end of room)
- #4 – Public Art Opportunities and Partnerships –facilitated by Peggy Weiss  
Location: Council Chambers (north end of room)
- #5 – Economic Development and Culture, facilitated by Suzanne Dale Estey  
Location: Conferencing Center (across the hall)
- #6 – Strengthening Arts Organization Capacity, facilitated by Kjris Lund  
Location: Conference Center (across the hall)

**Break Out Session Instructions:**

- You will have 30 minutes to discuss your topic.
- Please select one person to record notes on flip chart and another person to report back to the full group.
- What is your group’s assessment of the need related to your topic? Why is the topic important and relevant today?
- What are some short-term (6 months to 1 year), mid-term (1 – 3 years), and long-term (3 – 6 years) goals to be achieved? (See other side for SMART Goals information.)
- Who needs to be involved to make the goals happen?
- What action can and should be taken in the next 30 days to move toward achieving the goals?

**Reporting Back to Full Steering Committee:**

Each group will have 3 minutes to report. Be concise. Inspire.

A facilitated discussion will follow all of the presentations.

## What are SMART Goals?

Specific \* Measurable \* Attainable \* Realistic \* Timely

**Specific** - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

\*Who: Who is involved?

\*What: What do I want to accomplish?

\*Where: Identify a location.

\*When: Establish a time frame.

\*Which: Identify requirements and constraints.

\*Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

**Measurable** - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

**Attainable** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.

**Realistic** - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

**Timely** - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

**T** can also stand for **Tangible** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.