

Title: Personal Goal Setting

Objectives Students will be able to set one SMART goal. Students will develop an action plan to help them reach their goal.												Time frame to Complete 30 minutes									
												NRS EFL 4									
Stackable Certificate Documentation	Technology	Study / Life skills	EL-Civics	Career Pathways	Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other:			
X		X																			
Standard(s) Addressed in Lesson Convey Ideas in Writing																					
Benchmark(s) Addressed in Lesson W.4.4. Generate writing ideas through a variety of strategies (for example, surveys, interviews, background reading). W.4.9. Select and use organizational methods (for example, outlines, charts, tables, story maps, plot pyramids).																					
Materials <ul style="list-style-type: none"> Personal Goal Setting Overview handout SMART Goal Action Plan template Optional (advanced option) – 1-1-5 goal setting strategy available for download from http://www.effective-time-management-strategies.com/support-files/1-1-5_goal_setting_worksheet.pdf 																					
Learner Prior Knowledge Definitions of goals, values, actions.																					
Activities <u>Step 1</u> (3-5 minutes) Introduce the topic by asking students to raise their hand if they've ever made a New Year's Resolution. Once the hands are raised, ask the students how many of them kept their resolutions and accomplished that goal. Note how many students did NOT accomplish their goals. Ask for volunteers to share what resolutions they kept and how they did it. Then, ask for any volunteers to share an example of a New Year's Resolution that was not achieved. Tell students that New Year's Resolutions often don't come true because they are usually "wishes" as opposed to goals. Today, the students will learn about setting personal goals. <u>Step 2</u> (10 minutes) Distribute the Personal Goal Setting Overview. Read through the introduction about goal setting. Give students time to complete the values survey and rate the areas from "not important" to "very important" (1-10). Next explain that SMART goals are specific, measurable, action-oriented, realistic, and timely. Read through the explanation on the overview and answer questions as needed. <u>Step 3</u> (5 minutes) Review the sample SMART Goal Action Plan on page 2 of the overview. This example is related to an area that is highly valued, it is specific and measurable, it contains specific actions that will help to accomplish the goal, and there is a stated deadline.																					

Step 4 (10 minutes) Lastly, distribute the template for SMART Goal Action plan. Students will write one SMART goal based upon an area that they value and will include actions that will help them to achieve their goal.

Assessment/Evidence

Completed SMART Goal Action Plans

Adaptations for Beginning Students

Beginning students may have difficulty breaking a long-term goal into smaller steps or actions. They may benefit from working in groups or working with a teacher/aide in order to brainstorm actions that will help them achieve their goal.

Adaptations for Advanced Students

Advanced students could complete the 1-1-5 Goal Setting Worksheet instead of the SMART Goal Action Plan. In addition to values, goals, and actions, it also includes strategies to achieve the actions and target dates for each step in the process. Available: http://www.effective-time-management-strategies.com/support-files/1-1-5_goal_setting_worksheet.pdf

Teacher Reflection/Lesson Evaluation

This lesson was created by Middletown ABLE.

Goal setting is a process of deciding what you want to do and making a plan for how to accomplish it. Without the plan, a goal is simply a wish. Whether you want to lose 25 pounds, get a new job, quit smoking, or earn your GED, it is important to set goals and develop an action plan in order to provide focus and direction. Your plan should be considered a road map to get you to the destination – accomplishing your goal.

Writing Effective Goals

First, consider which areas are most important in your life. If your goal doesn't fit into an area that you value highly, it is not likely that you will achieve it. To identify areas that you value, complete the following survey.

	Not Important at all									Extremely Important
Family life	1	2	3	4	5	6	7	8	9	10
Health and Fitness	1	2	3	4	5	6	7	8	9	10
Intimate relationships	1	2	3	4	5	6	7	8	9	10
Friends	1	2	3	4	5	6	7	8	9	10
Career/work	1	2	3	4	5	6	7	8	9	10
Education/training	1	2	3	4	5	6	7	8	9	10
Recreation and fun	1	2	3	4	5	6	7	8	9	10
Finance/money	1	2	3	4	5	6	7	8	9	10
Spiritual	1	2	3	4	5	6	7	8	9	10

© 2007-10 Effective Time Management Strategies <http://www.effective-time-management-strategies.com>
Adapted from Wilson's Valued Living Questionnaire

Now, think of something you want to accomplish (do or improve) that fits into one of your most important areas. For example, if you highly value health and fitness, a goal might be to lose weight. However, deciding that you want to lose weight is not enough to help you accomplish the goal; it is a vague statement and doesn't provide you with any specific steps toward reaching your goal. Making your goal a SMART goal will increase the chances of success.

SMART Goals are:

- Specific*** Define exactly what you want to accomplish (e.g. lose 20 pounds, pay off your credit card balance, earn your GED).
- Measurable*** If you can't measure your goal, you will not know whether you have accomplished it.
- Action-oriented*** Include actions that will help you reach your goal. These are specific steps that will give you the practice and experience you need to reach your goal (e.g. exercise for 30 minutes five times per week, save \$25 from every paycheck, read one chapter every night).
- Realistic*** The goal should be able to be accomplished within the given time frame, and through practice and training; but realistic doesn't mean easy. (People aren't motivated by goals that are too easy to accomplish.) For example, making the 2012 Olympic track team is not a realistic goal for someone who has never run a race. A more realistic goal would be to run 5K in 35 minutes. This will still require training and practice, but it is realistic.
- Timely*** Set a deadline for your goal.

Once you've established a SMART goal, it is important to plan several actions that will help you achieve it. If you want to lose 25 pounds within six months, you must take actions such as exercising four days per week and cutting out desserts. If you don't take any action, when you step on the scale in six months, you will not achieve your goal.

Goal + Action = Success!

Sample Action Plan

Value: Write down one value that is important to me.
health and fitness
Goal: Write down one <i>specific and measurable</i> goal that supports the value.
I want to lose 20 pounds in six months.
Actions that support my goal:
1. Take step-aerobics class at the YMCA on Mondays and Wednesdays.
2. Walk for 30 minutes every day.
3. Drink 8 glasses of water every day.
4. Limit my diet to 1800 calories per day.
5. Keep a food diary.
Target date for completion: 6 months (March 15, 2011)

Keep your goals visible and check your progress weekly. Lastly, don't forget to reward yourself for accomplishments along the way. These steps will help you make your dreams come true.

Smart Goal Action Plan

Value: Write down one value that is important to me.

Goal: Write down one *specific and measurable* goal that supports the value.

Actions that support my goal:

1.

2.

3.

4.

5.

Target date for completion:

1-1-5 Goal Setting Worksheet

One value, One goal, and 5 actions and strategies to support my goal

Value: Write down one value that is important to me.		
Goal: Write a goal that supports the value as a specific and measurable goal.		
5 Actions that support goal	Strategies to achieve action	Target date for completion
1.		
2.		
3.		
4.		
5.		