



working, circulate and assist as needed.

**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. A sample is included with this plan or it is available: [http://www.effective-time-management-strategies.com/support-files/1-1-5\\_goal\\_setting\\_worksheet.pdf](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*

Think of something you want to accomplish (do or improve). For example, you might want 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!

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.

Sample Action Plan

<b>Goal: Write down one <i>specific and measurable</i> goal that supports the value.</b>
I want to lose 20 pounds in six months.
<b>Actions that support my goal:</b>
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.
<b>Target date for completion:</b> 6 months (March 15, 2011)

My Action Plan:

<b>Goal: Write down one <i>specific and measurable</i> goal that supports the value.</b>
<b>Actions that support my goal:</b>
1.
2.
3.
4.
5.
<b>Target date for completion:</b>

## 1-1-5 Goal Setting Worksheet

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

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