

# 3

## MODULE

# Goal Setting

## SMART Goals

### DISCUSSION STRATEGIES

Go to page 68.

### Step 1

### Get started

- A** Refresh your memory! Watch the *What You'll Learn* video.
- B** Look at the photo. What do you think this person's goal was? Do you or anyone you know have a goal like this one?
- C** Check your understanding. Go to page 56.



## Step ② Tell your story



**A THINK** In your online course, you thought about a goal you had in the past. Did you **achieve** it? Why or why not? Listen to the example.

**B PAIRS** Discuss your story.

**C SHARE** Tell your story to the class.

## Step ③ Take away

**PAIRS** Paul is a sales representative. This is one of his SMART goals:

*Find three new customers each week by making ten calls by 5 P.M. every day.*

Complete the chart. Write the definitions of each feature and use Paul's goal to write examples.

	Definition	Example
<b>Specific</b>	<i>includes details that are explained in a clear way</i>	<i>find new customers each week by making calls</i>
<b>Measurable</b>		
<b>Achievable</b>		
<b>Relevant</b>		
<b>Time-bound</b>		

## Step ④ Activate your knowledge

**A PAIRS** Read the scenarios showing different people's goals. Check the boxes that apply to the goal. Then discuss why the goal is not SMART. Work together to rewrite the goals as SMART goals.

1



Tuyet works as an administrative assistant. She was out of the office for a few days and has a huge amount of work to do: 25 emails and 8 phone calls to respond to, office supplies to order, and 10 appointments to schedule. This amount of work would usually take her about 2 days. Of course, she also has new work coming in every day that she needs to finish. Today is Monday.

**HER GOAL** *Finish all work by Tuesday afternoon.*

Specific     Measurable     Achievable     Relevant     Time-bound

SMART goal: \_\_\_\_\_

\_\_\_\_\_

2

Murat is a marketing specialist. He has had the same job at a technology company for four years, and he really likes it. But now the company is closing the office he works in, and he is going to lose his job in two months. He should start looking for new work.



**HIS GOAL** Complete job applications.

- Specific     Measurable     Achievable     Relevant     Time-bound

SMART goal: \_\_\_\_\_

3



Alma wants to have a career in medicine. She is good at science subjects, but is having difficulty with her chemistry class. She took two tests so far and her highest score was 60%. This semester she isn't spending enough time on chemistry. She missed two classes, doesn't take careful notes, and often does not study until the night before the test. To continue her medical studies, she needs to pass this class. There are two more tests until the end of the semester.

**HER GOAL** Study hard and do better on the next test.

- Specific     Measurable     Achievable     Relevant     Time-bound

SMART goal: \_\_\_\_\_

4

Karla is an HR manager. Her company is sending her to Germany for a year to help open a new office there. She is going to help the local HR department hire and train new employees. Her company offered to pay for her language course. She is very excited about the opportunity, but is leaving in five months and only speaks basic German.



**HER GOAL** Improve German skills by the time I leave.

- Specific     Measurable     Achievable     Relevant     Time-bound

SMART goal: \_\_\_\_\_

**B GROUPS OF 4** Share the new goals you wrote with another pair. Analyze the goals to make sure they are SMART. Decide which pair has the best goal for each person. Then write those goals in the chart.

1 Tuyet	
2 Murat	
3 Alma	
4 Karla	

## Step ⑤ Project

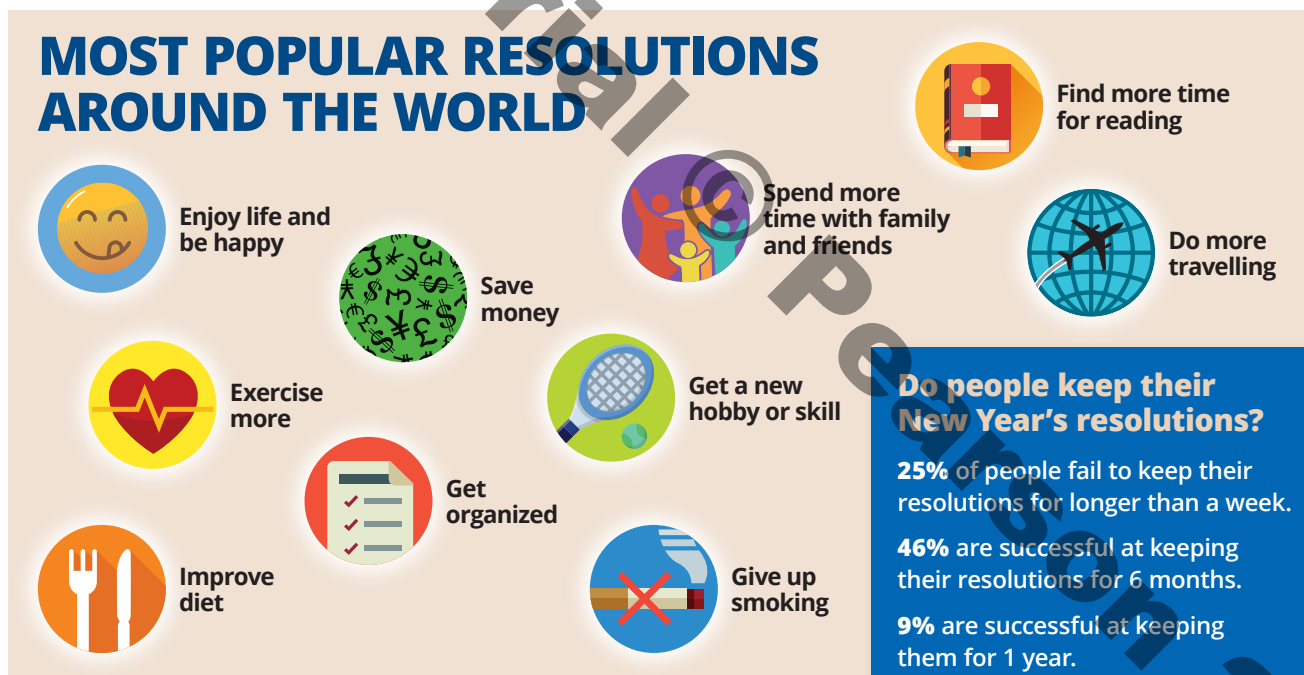
**PAIRS** In your online course, you wrote two goals you would like to achieve. Share your goals and explain why they are SMART. Listen to your partner's goals. If you see any way to improve them, offer suggestions. Read the example.

*My job is ending in a couple of months, so I need to prepare for a job search. I want to share my website with employers, but the design and most of the information on it is old. My goal is to spend two hours a week over the next month working on the site. My goal is achievable because I have some free time on the weekends, and it's time-bound, measurable, and relevant. But I'm not sure if it's specific enough. Maybe I should set more specific goals like, "replace the old photos and update the menus."*

## Step ⑥ Talk!

**PAIRS** Many people set goals for themselves at the beginning of the new year, that is, they make New Year's resolutions. Look at the most popular goals of a recent survey about New Year's resolutions. Discuss the questions.

- Do any of these resolutions surprise you? Can you add any others to this list?
- Why do people make resolutions?
- Why do you think it is so difficult for people to **keep their resolutions**?



## Step ⑦ Going forward



**A PAIRS** In your online course, you reflected on how you could improve your goal setting. Discuss. Listen to the example.

**B SHARE** Present your ideas to the class.

**VOCABULARY PRACTICE**

Go to page 74.



I can explain the importance of setting SMART goals and describe how to create them.



## Check your understanding 3

**REFRESH  
YOUR  
MEMORY!**

Review the Online  
Course material in  
your Resources.

**Choose the best answers. More than one answer may be correct in some items.**

- 1** Setting SMART goals \_\_\_\_.
  - a is connected to success
  - b can improve your intelligence
  - c helps you get where you want to go
- 2** What does it mean for a goal to be specific?
  - a It means that the goal is measurable.
  - b It means that the goal is detailed or exact.
  - c It means that the goal gives general information.
- 3** A measurable goal includes \_\_\_\_.
  - a how much work is needed to achieve it
  - b the time frame needed to complete it
  - c how important it is for you to achieve it
- 4** When a SMART goal is relevant, it is \_\_\_\_.
  - a achievable within a time period
  - b connected to your past goals
  - c related to what you want to do
- 5** Why is it helpful for a SMART goal to be time-bound?
  - a because it can motivate you to complete your goal
  - b because it can make it easier for you to achieve your goal
  - c because it can motivate you to set a difficult goal
- 6** Zahra manages a team of five people. She is very busy and often forgets to check in with her team. Her goal is to improve her communication with her team members over the next month. How can Zahra make this goal more specific?
  - a by providing details about her busy schedule
  - b by adding a time frame for completing this goal
  - c by stating that she will meet with each person weekly
- 7** Li works at the front desk of a hotel. Customers who are happy with her service give her positive reviews. The more reviews she receives, the faster she can be promoted. Her goal is to get a large number of positive reviews by the end of the year. How can Li make this goal measurable?
  - a by adding a deadline for achieving a high number
  - b by adding a specific number that she wants to achieve
  - c by describing how she will get a high number
- 8** Jakob designs online courses for a university. It takes three months to design and develop a new course, but his goal is to design the next course in two weeks because he does not have much time. How can Jakob make this goal more achievable?
  - a by giving himself a more realistic time frame
  - b by working during the day and at night
  - c by staying positive and believing in himself
- 9** Oliver is a receptionist at a busy medical clinic. He schedules patient appointments and manages patient records. Sometimes it takes him two days to return patients' phone calls. He needs to manage his time better. What goal is relevant to helping Oliver get more done?
  - a Set a goal to meet with ten more patients every day.
  - b Set a goal to take ten minutes to file patients' records every day.
  - c Set a goal to call at least ten more patients every day.
- 10** Lucia wants to open her own business. She is working on her business plan. Her goal is to figure out how much it will cost to run the business. How can Lucia's goal be improved?
  - a by making it achievable
  - b by making it relevant
  - c by making it time-bound