

3

MODULE

Goal Setting

Short- and Long-Term 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. These people have just achieved their goal of graduating from university. What may their next long-term goal be and what short-term goals do they need to achieve it?
- C** Check your understanding. Go to page 56.



Step 2 Tell your story



A THINK In your online course, you thought about a long-term goal you have achieved at work, school, or in your personal life. How did you plan for it and finally achieve it? What short-term goals did you set for yourself along the way? Listen to the example.

B PAIRS Discuss your story.

C SHARE Tell your story to the class.

Step 3 Activate your knowledge

A PAIRS Read about these long-term goals. Suggest short-term goals that could help to achieve them in the chart below. Include details that would make the goals SMART.

SMART goals:

- specific
- measurable
- achievable
- relevant
- time-bound

1



Trent

I've been working as a healthcare assistant for a few years now. I really like it. I like helping people and I think that I'm very good at my job. But now I'm ready for a change. I'd really like to go to nursing school within the year so I can become a nurse, but I don't know which nursing program to apply to. I also have to find out how much it costs and if I can work while I'm studying.

2

Kayla

I started as a warehouse worker in a large manufacturing company two months ago. I know this is a good job, but I think I can do other jobs in this company. I have a high school diploma, excellent analytical skills, and I also know a lot about quality control. I don't think a certificate is necessary to work as a quality control inspector. Anyway, I'd like to find another position in this company in the next six months.



3



Jordan

I own a small house-painting business with two employees and one van. Right now, I mostly get work when happy customers recommend me to their friends and families. I really want to double the size of my business over the next year. I've been very successful, so I know I have enough money to advertise and grow. But I'm not very good at marketing and I don't know where to start.

4

Jasmine

I've been working in sales for several years, but I don't really enjoy it anymore. That's why I've decided to change careers. I have a degree in math, and I love working with young people, so I want to be a high school teacher. I make a good salary now, so the new job will mean a pay cut, but I'm ready for that. However, I'm not sure where to start.

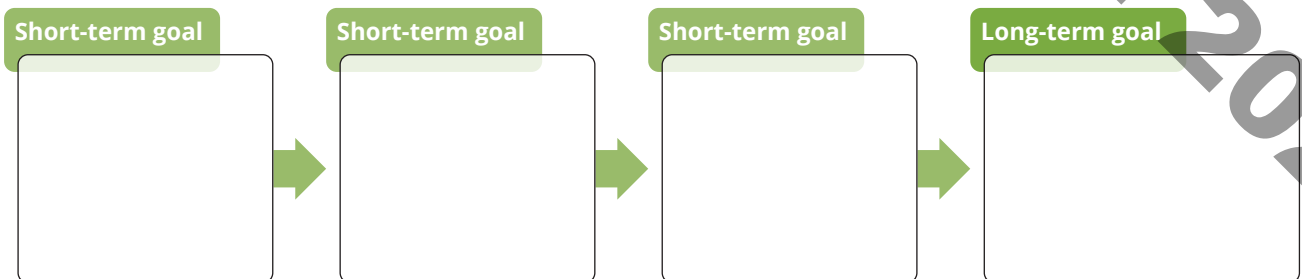


	Long-term goal	Short-term goals
Trent		
Kayla		
Jordan		
Jasmine		

B SHARE Compare your ideas with another pair's and choose the best short-term goals for each person.

Step 4 Take away

A PAIRS Think of a SMART long-term goal for yourself. Then work with a partner to write short-term goals to support your long-term goal. Take notes in the chart. Add more short-term goals if necessary.



B SHARE Present your goals to another pair. Take notes while others are presenting theirs and give each other feedback.

Step 5 Project

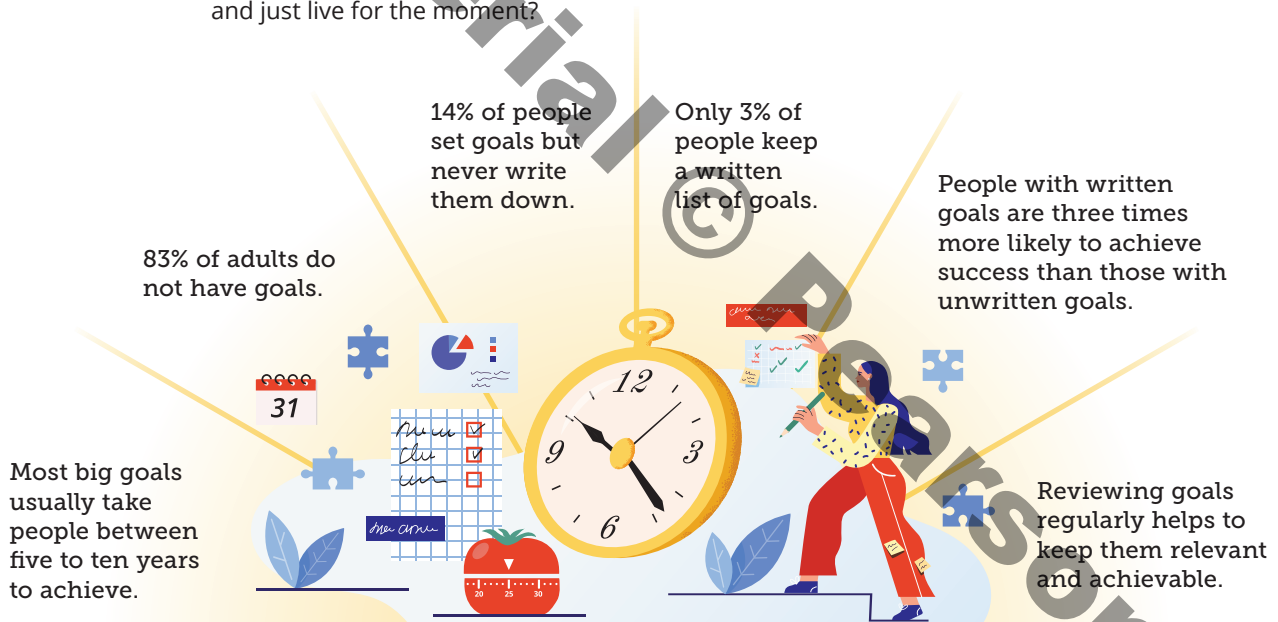
PAIRS In your online course, you interviewed someone you know who is successful and asked them about a big goal they have accomplished and the steps they had to take to achieve this goal. Present the information you learned to your partner. Read the example.

*My friend loves cooking and last year she decided to start her own food truck business. Her first goal was to get the money for the truck by delivering lunches to offices. To do that, she went downtown with **samples** of food to give out, to see if people liked it. They did, so she started taking orders and after a few months had enough money for the truck. Next, she had to get licenses needed to start the business.*

Step 6 Talk!

PAIRS Setting goals helps make progress in many areas of life. Discuss the importance of short- and long-term SMART goals in achieving success. Use the questions and facts to help guide your conversation.

- How far ahead do you feel comfortable planning?
- When a goal is difficult to achieve, do you give up or improve it and try again? Why?
- Is setting goals always necessary? Do you think it's easier to live life without setting goals and just live for the moment?



Step 7 Going forward



A PAIRS In your online course, you reflected on which types of situations in your life you will handle differently after studying about setting goals. 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.



Check your understanding 3

**REFRESH
YOUR
MEMORY!**

Review the Online Course material in your Resources.

Choose the best answer. More than one answer may be correct for some items.

- 1** What are some benefits of setting short- and long-term goals?
 - a Setting long-term goals can help you achieve short-term goals.
 - b Setting short-term goals can help you achieve long-term goals.
 - c Setting short- and long-term goals can help you achieve success.
- 2** How can you make sure that your goals are SMART?
 - a They need to include milestones that are relevant to people's lives.
 - b They need to be measurable, relevant, and time-bound.
 - c They need to be achievable and clearly defined.
- 3** What is a short-term goal?
 - a It is a milestone for a long-term goal.
 - b It is a final objective for a long-term goal.
 - c It is a goal that can be easily accomplished.
- 4** Which of these examples is a short-term goal?
 - a creating a website
 - b finding a web-hosting service
 - c getting a degree in graphic design
- 5** Which of these examples is a long-term goal?
 - a writing an academic paper
 - b becoming a university professor
 - c registering for university courses
- 6** Read the long-term goal. Then choose the short-term goals that will help achieve it.

The Global Business Program at our university has been losing money because the number of students has decreased. My goal is to increase the number of students by 15% within nine months.

 - a I will assess students' needs and offer new courses to meet their needs.
 - b I will market the program to new student populations.
 - c I will increase tuition by 5% to compete with other first-rate schools.
- 7** Which SMART-goal criteria is included in this goal statement?

Indira is tired of working at a bank. She wants to be a teacher. She plans to go back to school to get a teaching degree. She will take night classes and continue working at the bank.

 - a Her goal is achievable.
 - b Her goal is relevant.
 - c Her goal is time-bound.
- 8** What is true about this goal statement?

Andres wants to increase the size of his landscaping business. He plans to have at least 25 more clients by the end of spring.

 - a The long-term goal is specific and measurable.
 - b The short-term goal is relevant and time-bound.
 - c The short- and long-term goals are achievable.