

3

MODULE

Goal Setting

Monitoring Progress

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 goal might the person be working toward? How could she monitor her progress?
- C** Check your understanding. Go to page 56.



Step ② Tell your story



A THINK In your online course, you thought about a time you set a goal at work, school, or in your personal life. What happened, and what did you learn? 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 Simon's scenario. List at least three ways Simon is monitoring his progress. Take notes.

Simon has two part-time jobs in information technology, but he would prefer to have one full-time job. His original goal was to find a job within two months, but after looking for about a month and talking to his friend, he adjusted his timeline. He has given himself three more months. With his new timeline, he began making a week-by-week plan. He records the jobs he's applied for that week and makes notes about what happened with each application. He reviews the plan and his notes every Monday morning to check the status of his job applications. Then he updates his friend on his progress and together they make a list of ideas about what else Simon might need to do to find a job. For example, based on a podcast his friend heard about job searches, Simon decided that he needed to start attending more networking events. He looked up networking events in his local area and added a few to his weekly plan.



Simon

Simon's ways to monitor progress:

B PAIRS Read Andrea's scenario. Make a list of 3–5 things Andrea should do to monitor her progress.

Andrea's goal is to open up a small café in the town where she lives. She got a **loan** from the bank and rented the space where the café will be. She and her brother will work in the café, so she does not need to hire anyone. The space she is renting already has most of the kitchen equipment she needs. She has six months to get the café **up and running**. In that time, she needs to buy furniture, dishes, and silverware, and she also has to **decorate** the space. She needs to find a **supplier** for the coffee and baked goods. She set up a page on a social media site for the café, but lately she has been too busy to post anything. She currently has about 100 followers, including family, friends, and neighbors.



Andrea

Advice for Andrea:

C SHARE Compare your advice for Andrea with another pair's. Add their ideas to your list.

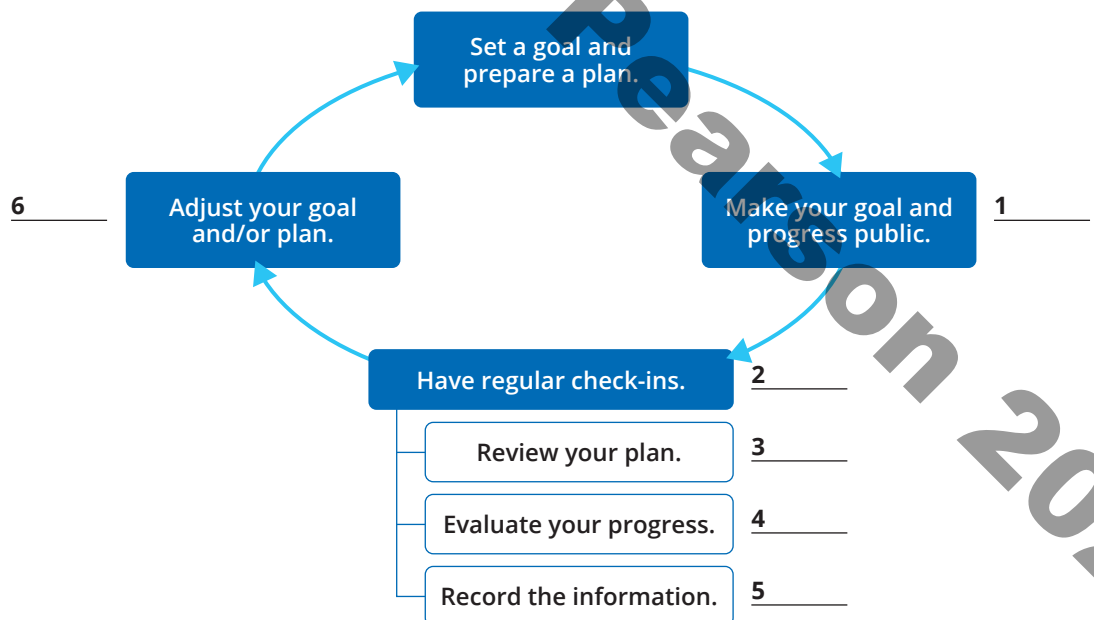
Step 4 Take away

A PAIRS Using the information from Step 3 and the online module, match the ways to monitor progress with the correct example.

Examples

- Schedule regular time and set up reminders in your calendar to reflect on your progress.
- Post updates on your progress and any changes to your plan on your blog.
- Check if the things you are doing are bringing you closer to your goal.
- Look at the points in your plan again and make sure they are realistic.
- Start a blog about your plan and share it with your family and friends.
- If what you are doing is not having the effect you want, make changes to your plan or goal—or both.

Ways to Monitor Progress



B SHARE Check your answers with the class.

Step 5 Project

PAIRS In your online course, you interviewed people about a goal they achieved and how they monitored their progress. Share what you learned with the class. Read the example.

I interviewed a friend who saved enough money to buy a new car. She did something that I had never heard of before—she found an online support group for people who want to save money. What's really cool is that the support group follows the same strategies that we learned about! But they give you a buddy who helps you monitor your progress. If your plan isn't working, you discuss it and make changes.

Step 6 Talk!

GROUPS of 3–5 Achieving big goals takes planning and hard work but can give you international **recognition**. Read about these successful people who hold world records for their achievements. Think about what goes into achieving success. Then discuss.

PEGGY WHITSON: U.S. astronaut and **biochemist**

She decided that she wanted to become an astronaut while watching the first moon landing in 1969. She studied biology and chemistry and worked at the Johnson Space Center in Houston, Texas.

As of 2021, she holds the record for the most times a female astronaut has made a spacewalk, or gone outside the space station or vehicle in space: 10.



THE BEATLES: British rock band formed in 1960

They all grew up in Liverpool, a coastal town in England, and worked hard to become the most **influential** band of all time.

As of 2021, the Beatles still hold the records for the most number one albums and singles sold in the United States.



MALALA YOUSAFZAI: Pakistani women's rights activist

She loved school and wanted to get an education. She was shot for attending school in her country. She started a charity to help other girls go to school.

In 2014, at the age of 17, she became the youngest Nobel Peace Prize winner in history.



Step 7 Going forward



A PAIRS In your online course, you reflected on how you could improve your ability to monitor your progress toward reaching your goals. Discuss. Listen to the example.

B SHARE Present your ideas to the class.

 **VOCABULARY PRACTICE**

Go to page 76.



I can describe strategies for monitoring progress in order to achieve goals.



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** Why is it important to monitor progress toward your goals?
 - a so that your friends and family can see that your plan is working
 - b so that you know if and when you have to make adjustments
 - c so that you can be sure you and your plan are on track to succeed
- 2** Which list includes the most important steps toward reaching a goal?
 - a Check progress often, measure progress appropriately, share progress with others.
 - b Get input from others, set check-in reminders, revise goals often.
 - c Discuss goals with professionals, use social media to report progress, measure success.
- 3** Which is an effective monitoring technique?
 - a Set times to evaluate progress toward your goal.
 - b Discuss your goal with an expert on the subject.
 - c Commit to a timeline for reaching your goal.
- 4** What is the main reason for sharing your goals and your progress with other people?
 - a Sharing gives others a chance to make suggestions about your goals.
 - b Other people can help you continue to monitor your progress toward your goals.
 - c Making others aware of your goals pushes you to keep working toward them.
- 5** Strategies to help you meet your goals should include ____.
 - a talking with friends and family about your goals
 - b determining numerous ways to measure progress
 - d checking-in often to think about how you are doing
- 6** Aria is planning a trip during which she will be hiking approximately ten miles every day. Her goal is to be able to do a 10-mile walk before the trip. To prepare, she has been walking daily for two months. To be sure she is making progress toward her goal, Aria should monitor ____.
 - a the time it takes her to walk a mile
 - b the number of miles she walks each day
 - c the number of steps she takes per mile
- 7** Michael wants to change jobs within six months. He decides to apply to one job every week, but he does not put his plan in writing. As a result, he stops sending applications after the first month. What can he do to ensure that he gets back to making progress toward his goal?
 - a Tell his family or friends about his goal and share his progress with them.
 - b Write down details of his plan and check regularly to be sure they are getting done.
 - c Put his search on hold until he is ready to commit to a more serious effort.
- 8** The sales manager of an online T-shirt company has just launched a new website. Her goal is to increase T-shirt sales from 400 to 1,000 shirts per week within six months. To monitor progress toward her goal, the sales manager should ____.
 - a check in weekly to see how many people have clicked on the site and how many have subscribed to the company's promotional emails
 - b keep track of the number of T-shirts sold every week to see if total sales are increasing by about 100 shirts each month
 - c keep a written record of the company's weekly sales income to make sure it is increasing steadily throughout the six-month period