Basic Planning

Lesson Plan | Middle and High School

Lesson Time: 15-25 minutes

Score! Hit Your Goals

Objectives & Outcomes

Lesson Objectives: Using an outline format and SMART standards, students will create a long-term goal with short-term goal steps along the way that are achievable.

Lesson Outcomes: Students will be able to ...

- identify the elements of SMART goal setting
- create a plan to achieve a long-term goal

Subject Area Connection: Language Arts

Getting Ready

Teacher Preparation: This lesson incorporates the use of an outline in creating goals. It also incorporates the use of visualization and identifying a celebration of each goal. You may want to prepare ahead by having the SMART acronym on the whiteboard or chart paper before the students arrive.

Materials Required:

- paper and pens or pencils
- whiteboard or chart paper
- markers

Key Vocabulary

time log: a written record of daily activity.

time management: the process of controlling the amount of time spent on an activity.

metrics: a method of measuring something.

Background

Goal setting is one of the most powerful techniques for achieving success in life. Students who learn to set goals and work to reach them tend to have more clarity, have more self-confidence, and take pride in their achievements.

Goals should be SMART: specific, measurable, action-oriented, realistic, and timely. Students also benefit from learning how to take small steps each day or week to reach short-term goals that lead to long-term goals. This layering technique will help any big goal seem achievable.

Another helpful technique is having teens visualize what their lives will be like when they reach a goal. If they write down the visualization and keep it in a place where they'll see it every day (like a planner), they'll be reminded to stay focused on the goal and keep their eyes on the prize.

Last, if they plan a celebration of every small goal, it will give them an extra incentive to work toward as they strive for the big goal. They might want to treat themselves or their friends to something they enjoy each time they hit a goal.

"**Failing to plan** is **planning to fail.**" –Alan Lakein, time management author and expert

Introduction and Modeling

Ask the students how many of them want to graduate from high school and get a rewarding job. After a show of hands, invite them to come up with ideas that will help them reach that goal. Allow two or three minutes to discuss it, and make sure they include things such as attending class, taking notes, doing assignments and homework, and managing their time.

Explain that successful people plan their goals, plan how to reach them, and plan to manage their time. Introduce the SMART acronym for goal setting by writing it on the board.

As a group, create a SMART goal plan for an imaginary student who wants to get an A in Trigonometry. Model the method in the procedures section, using an outline model. Invite input from the class. Be sure to include visualization and celebration of each goal.

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Procedure

1. Have students make a list of things that are important to them. They may focus on school or career.

2. After two or three minutes, have students circle the top three things on their list. Have them discuss with a partner why these things are important.

3. Students will choose one thing from the top three and create a goal. Write the goal on a new paper. Include how to measure it, and the time in which they want to achieve it.

4. Using an outline format, write two or three short-term goals that are steps to achieving the long-term goal.

5. Under each smaller goal, write actions to take to reach the goal and the time required. Add another subheading for an idea for a celebration.

6. Analyze the long-term and short-term goals. Do they meet the SMART standards?

Discussion Questions

- Discuss with a partner what the hardest part of SMART is when it comes to goals and what makes it so hard.
- Discuss with a group why goals are important.
- How do short-term goals help you reach long-term goals?

Evaluation

Students will write a short paragraph stating their long-term goal and why it is important to them. They will write down the visualization of themselves achieving the goal. They will include two or three related short-term goals. They will also include specific actions to celebrate each achievement along the way to the long-term goal.

Tips for Tailoring This Lesson

For Higher Grade Levels

- Have students create a presentation and share their progress with the class at the end of the year.
- Create goals for three life areas: personal, school, and career.

For Lower Grade Levels

- Create a goal to reach within a month, such as completing all homework assignments.
- Create a timeline poster showing them reaching a long-term goal. Draw the successes along the way.

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Alignment to Standards and Frameworks

Common Core State Standards:
College & Career Readiness

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Anchor Standards for Speaking and Listening

CCRA.SL.1. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.

Anchor Standards for Writing

CCRA.W.4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

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