

# Scholastic and Career Goal Setting

**Purpose:** To learn practical skills to achieve realistic scholastic/career goals

**Objectives:** This workshop will give you the tools to effectively:

- Develop a scholastic/career goal
- Break down a goal into smaller, more attainable action steps
- Set a timeline for the goal and its components
- Accomplish your goal

**Benefits:** Participation in this workshop will help you:

- Set and accomplish realistic and attainable career/scholastic goals

**Supplies:** Some supplies are optional or can be substituted for other materials

- Blackboard or white board and writing utensils
- Copies of the “Self Evaluation” handout
- Copies of the “S.M.A.R.T. Goal” handout

**Part 1 (15 min): Introduction / Purpose, Objectives, Benefits / Ice Breaker**

1. Introduce yourself to the participants by stating your name, city, occupation and an interesting fact about yourself.
2. Review the “Purpose, Objectives and Benefits” (POB).
3. Begin the icebreaker: “The Human Knot.” This icebreaker is for 4-8 people (if the number of participants is odd, the instructor will have to participate).
4. Instructions:
  - a. Arrange the participants in a standing circle.
  - b. Review the rules:
    - i. You cannot hold the hand of the person to the left or right of you
    - ii. You cannot let go of the hands you are holding after the game has started. If you do happen to let go, then the game is instantly over.
    - iii. To end the icebreaker, the team should have "unknotted" themselves, and should be in a full-standing circle. (Not everyone needs to be facing the center.)
    - iv. It is okay to move hand positions (but hands must remain clasped) while playing the game in order to make yourself more comfortable.
    - v. It is also okay to end up in two circles and for some people to be facing outward when the game is over.
  - c. Ask them to now place their right hands in the circle.
  - d. Now tell them to grab a random hand, but once again, remind them that it cannot be the hand of the person to the left or right of them.
  - e. Repeat Step 2 with left hand.
  - f. Now ask them once again to grab hold of a random hand but make sure that it is not the hand of the same person with whom you are already holding hands.
  - g. As they are holding hands, make sure to explain the general objective of the icebreaker, as well as the underlying objective.
  - h. Now tell them to work as a team and unknot themselves to form a circle.
5. Debrief ice breaker and connect to overall workshop:
  - Purpose: To break the personal space between the participants, so as to make them more comfortable with one another. It's also meant to enhance both cooperation and communication skills.

- Objective: To show that if participants surround themselves with positive people, then they have the ability to overcome any obstacle they encounter, both in school and in their personal lives.

**Part 2 (10 min): Introduction to Lesson**

1. Read the following quote by Ms. Jennifer Adrian, GEAR UP counselor: “No matter who you are, you can always do better.”
2. Have a short discussion about the quote with participants
3. Evaluate the meaning of the quote.
4. Distribute the “Self Evaluation” handout.
5. Guide participants through each question and tell them to fill it out according to their own preferences.
6. Help them understand why self-improvement is a key factor to success (setting goals will help to attain them).
7. Advise them that they should only do what is realistically possible for them
8. Raise their awareness of competition for schools, careers/ jobs, and their place in the economy.
9. Ask the group if anyone would like to share.
10. Review the objective: to take inventory of one’s current status and encourage opportunities for growth. Then ask “How are you going to get there?”

**Part 3 (25 min): Lesson**

1. Distribute the “S.M.A.R.T. Goal” handout.
2. Discuss S.M.A.R.T. Goal definition.
3. Have participants brainstorm goals for themselves (write on black/white board).
4. Have participants write down one goal for the semester (using the guidelines in the handout).
5. Have participants break down the goal into steps.
6. Have participants provide realistic deadline dates for each of the steps.
7. When everyone is done, ask them to share with the rest of the group.

**Part 4 (10 min): Workshop Debrief**

1. Relevant Questions
  - What does SMART stand for?
  - What are the action steps needed to set goals?
  - What do you feel was the most important thing you learned from today’s presentation?
2. Review today’s activities and make sure that each participant understands the importance of developing a scholastic/career goal and the steps that can be taken to achieve that goal
3. Q & A: Does anyone have any questions or comments?
4. Thank the participants for their cooperation!

# Self-Evaluation

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Answer the following in complete sentences.

1. Am I doing the best I can to prepare myself for college? Why or Why not?

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2. How can I improve my overall performance in high school?

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3. Am I going to settle for less? Why or why not?

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## S.M.A.R.T. Goal Definition

**In order to be S.M.A.R.T., a goal needs to be:**

**SPECIFIC:** A general goal would be “Get in shape.” A specific goal would be, “Join a health club and workout 3 days a week”

**MEASURABLE:** To determine if your goal is measurable, ask questions such as... “How much? How many? How will I know if and when I have accomplished my goal?”

**ATTAINABLE:** Something you are capable of achieving

**REALISTIC:** To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work.

**TIMELY:** A goal should be grounded with a time frame. With no time frame tied to it, there is no sense of urgency

### S.M.A.R.T. Goal Steps

#### **Step 1: Establish**

- Before setting your goal be S.M.A.R.T. (see above definition)
- The point to organizing and writing down your goals is to succeed. If your goal does not contain the above it may be difficult to reach!
- For example, My goal is to get A’s and B’s on my next progress report in December
- Answer the following for this exercise:

My goal for this semester is to: \_\_\_\_\_

#### **Step 2: Define**

- Expanding on the details of your goal is important for the success of the goals.
- The more information you write, the more likely you will succeed
- For example, I want to achieve A’s and B’s on my next progress report to show how much I have learned in all of my classes and make my parents and myself proud! It will also increase the chances of getting into the college of my choice and not having to take any remedial classes.

I want to achieve my goal for this semester because: \_\_\_\_\_

\_\_\_\_\_

**Step 3: Divide**

- Divide your goal into action steps. It is much easier to reach a goal step by step, than all at once!
- For example, To achieve my goal of getting A's and B's on my next progress report, I will 1) study more math, 2) complete and turn in all of my homework, and 3) come to school on time.

These are the action steps I will need to take to accomplish my goal for this semester:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Step 4: Timeline**

- Establish a timeline for every one of your action steps keeping in mind the end date of your goal.
- For example, In order to accomplish my goal of getting A's and B's on my next progress report, I will 1) study 3 hours of math every week, 2) complete and turn in all of my homework every week, and 3) come to school on time every day.

These are the action steps I will need to take to accomplish my goal for this semester:

1. \_\_\_\_\_ by: \_\_\_\_\_
2. \_\_\_\_\_ by: \_\_\_\_\_
3. \_\_\_\_\_ by: \_\_\_\_\_

**An additional note:**

If you share your goal with someone, they can be your support to help you stick to your commitments!

You can use the forms below to set more goals

**MY GOAL FOR THE MONTH:**

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**I WANT TO ACHIEVE MY GOAL BECAUSE:** \_\_\_\_\_

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**THE ACTION STEPS AND DEADLINES I WILL COMMIT TO:**

1. \_\_\_\_\_ by: \_\_\_\_\_

2. \_\_\_\_\_ by: \_\_\_\_\_

3. \_\_\_\_\_ by: \_\_\_\_\_

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**MY GOAL FOR THE SEMESTER:**

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**I WANT TO ACHIEVE MY GOAL BECAUSE:** \_\_\_\_\_

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**THE ACTION STEPS AND DEADLINES I WILL COMMIT TO:**

1. \_\_\_\_\_ by: \_\_\_\_\_

2. \_\_\_\_\_ by: \_\_\_\_\_

3. \_\_\_\_\_ by: \_\_\_\_\_

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**MY GOAL FOR** \_\_\_\_\_

Fill in the blank

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**I WANT TO ACHIEVE MY GOAL BECAUSE:** \_\_\_\_\_

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**THE ACTION STEPS AND DEADLINES I WILL COMMIT TO:**

1. \_\_\_\_\_ by: \_\_\_\_\_

2. \_\_\_\_\_ by: \_\_\_\_\_

3. \_\_\_\_\_ by: \_\_\_\_\_