



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Recognize the importance of breaking goals into steps
- Demonstrate how to break down a goal and prioritize steps.

Time: 20 minutes

Equipment and supplies:

- Post-It Notes
- Writing Utensils

Do Ahead:

- Review Lesson
- Gather Equipment and Supplies

Breaking Down Goals

BACKGROUND

Goals are important because they give us direction and something to work toward. It also helps us focus our energy and feel a sense of accomplishment when we complete them.

SMART Goals are goals that are Specific, Measurable, Attainable, Relevant and Timely.

WHAT TO DO

Activity: *Setting a SMART Goal (approx. 5 minutes if not done before).*

Set a SMART goal for the group. Walk through each of the aspects of a SMART goal. Write the answers to these questions where everyone can see and then formulate one comprehensive goal.

Specific: Who is involved? What do you want to accomplish? Where will it be done? Why are you doing this?

Measurable: How will you track progress? How will you know you completed the goal?

Attainable: Is the goal something you can reasonably do? Is it top hard or below standard?

Relevant: Is it worthwhile?

Timely: When do you plan to complete your goal?

Example of a comprehensive SMART Goal: *The Junior Leaders group will develop and present a 4-H recruitment presentation at three schools before the 2017 enrollment deadline.*

Activity: So What Now?

You have a SMART Goal, but now what do you do? How do you obtain your goal? You have to start chunking. Chunking is a way to break down your goal into steps.

- Ask: What needs to happen to accomplish this goal?
 - Have the group write on post-it notes, all the things/tasks that need to happen to accomplish the goal.
 - Review and see if any need broken down further.
- Place the post-it notes on the wall in the order those tasks need to be accomplished. It should be pointed out that some tasks will need to happen simultaneously.



- Determine and add any action items to the post-it notes that it will take to achieve each step.
- As a group, assign each task to someone to accomplish; combining action items as it makes sense.

TALK IT OVER

Reflect:

- Did the original goal seem impossible to achieve?
- Now with individual action items and steps to do it, do you feel it is possible?

Apply:

- How can you use this process with other goals?

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

Prepared By

Christy Clary, Extension
Educator
4-H Youth Development
OSU Extension, Brown
County
Phone: 937.378.6716
Email: clary.42@osu.edu

Reviewed By

Ohio 4-H Teen Leadership
Design Team Members

Considerations for Conducting Virtually:

- If possible, allow participants to unmute to share ideas as they are developing the goals.
- Screenshare the whiteboard or a blank document on your screen to take notes as the goal is being developed.
- In place of post-it notes, you can use the chat box or whiteboard/annotate feature to identify the steps and then assign people to tasks.