

## Goal setting and action planning

*A goal without a plan is just a wish.* - Antoine de Saint-Exupéry



### Warm up

- Do you set goals for yourself, in your personal life or professional career?
- How do you go about setting your goals? Do you have a specific process or technique such as writing your goals down?
- What is an English language learning goal you would like to achieve?



### 1. Read the list of common professional goals and mark which ones apply to you.

Improve communication skills, including public speaking and presentation abilities.	
Enhance leadership skills and take on more managerial responsibilities.	
Develop expertise in a specific industry or field.	
Increase productivity and time management skills.	
Acquire new technical or digital skills relevant to your profession.	
Advance in your career and pursue a higher position or promotion.	
Start your own business or become self-employed.	
Improve work-life balance and reduce stress.	
Enhance teamwork and collaboration skills.	
Strengthen negotiation and conflict resolution skills.	
Enhance financial literacy and develop effective budgeting strategies.	
Improve project management skills and successfully complete complex projects.	

1. Which goals did you choose and why?
2. How do you believe achieving those goals will benefit you in your professional life?
3. Are there any additional professional or personal goals not mentioned on the list that you would like to pursue? What are they and why?
4. Do you see any connections or overlaps between your chosen goals? How do they complement each other?



## 2. Read the text about the *SMART framework* and write a 100 word summary.

Setting goals is an essential step in achieving success, both personally and professionally. To ensure your goals are well-defined and attainable, the SMART framework provides a helpful guide. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Let's explore each element of the SMART framework and see how it can lead you to goal-setting triumph!

**Specific:** When setting a goal, it's important to be specific about what you want to accomplish. Vague goals make it challenging to measure progress and take the necessary actions. For example, instead of saying, "I want to improve my English," a specific goal would be, "I want to enhance my business presentation skills in English by practicing twice a week and attending a public speaking workshop."

**Measurable:** Measurable goals allow you to track your progress and determine when you have successfully achieved them. By attaching quantifiable metrics, you can assess your progress along the way. For instance, if your goal is to increase sales, a measurable goal could be, "I want to boost monthly sales by 15% within the next quarter."

**Achievable:** Goals should be challenging yet realistic and attainable. It's crucial to consider your current resources, skills, and limitations when setting goals. By aiming for what is within your reach, you increase your motivation and confidence. For instance, if your goal is to run a marathon, but you haven't been consistently jogging, it might be more achievable to start with a 5K race and gradually work your way up.

**Relevant:** Relevance refers to aligning your goals with your values, priorities, and long-term aspirations. Your goals should be meaningful and relevant to your personal or professional growth. For example, if your ultimate career goal is to become a marketing manager, a relevant goal could be, "I want to complete a marketing certification course to enhance my skills and increase my chances of promotion."

**Time-bound:** Setting a timeframe for your goals creates a sense of urgency and helps you stay focused. Deadlines provide structure and motivate you to take action. For instance, if your goal is to write a research paper, a time-bound goal could be, "I will complete the first draft of the paper by the end of next week."





### 3. Discuss the questions below about the SMART framework.

- What is your understanding of the SMART framework after reading the text?
- Do you agree that setting specific goals is important? Why or why not?
- Why do you think it's crucial for goals to be both challenging and attainable? Can you share a personal or professional goal that demonstrates this balance?
- How does setting a timeframe and deadline contribute to goal achievement?
- Can you think of any other elements or criteria that could be added to the SMART framework to enhance goal-setting effectiveness?



### 4. Common obstacles when setting goals.

When pursuing goals, various obstacles can arise that hinder progress and make achieving the goals more challenging. Some common obstacles include:

Lack of resources	Lack of clarity
Procrastination	Limited skills or knowledge
Lack of motivation	Lack of support
Fear of failure	Unrealistic expectations
External Challenges	External factors

1. Did any of the obstacles mentioned resonate with you personally? Can you share a specific example from your own experience?
2. Can you identify any additional obstacles not mentioned on the list?
3. Can you think of a time when having a support system helped you in overcoming obstacles?
4. Can you think of any successful examples from your own life or others where obstacles were overcome to achieve goals?



5. Fill out your English learning goals in the SMART form and discuss in class.

<p><i>Specific</i></p>	<ul style="list-style-type: none"> <li>• What do I want to achieve?</li> <li>• Why is this goal important to me?</li> </ul>	
<p><i>Measurable</i></p>	<ul style="list-style-type: none"> <li>• How will I measure my progress and success?</li> <li>• What quantifiable metrics or indicators will I use?</li> </ul>	
<p><i>Achievable</i></p>	<ul style="list-style-type: none"> <li>• Is this goal realistic and attainable considering my current resources and abilities?</li> <li>• What steps or actions can I take to achieve this goal?</li> </ul>	
<p><i>Relevant</i></p>	<ul style="list-style-type: none"> <li>• How does this goal align with my values, priorities, and long-term aspirations?</li> <li>• How will achieving this goal contribute to my personal or professional growth?</li> </ul>	
<p><i>Time-bound</i></p>	<ul style="list-style-type: none"> <li>• What is my deadline for achieving this goal?</li> <li>• What is my timeline or schedule for the necessary actions and milestones?</li> </ul>	