

Structured Experience 12-5: Goal-Setting Practice



GOALS

The goals of this experience are to

- ◆ Allow participants to set specific goals with action steps.
- ◆ Illustrate the effectiveness of sharing goals with another person.
- ◆ Demonstrate the use of a goal-setting tool for ease of planning.

MATERIALS

The materials needed for this structured experience are



- ◆ Writing instruments
- ◆ Copies of Training Instrument 11-1: Goal-Setting Worksheet for each participant



TIME

- ◆ 10 minutes for setup
- ◆ 20 minutes to work on goal steps in pairs
- ◆ 5 minutes to schedule tasks into a planning system (optional)
- ◆ 10 minutes for debriefing

INSTRUCTIONS

- 1.** Distribute the Goal-Setting Worksheet to the participants and ask them to take out a pen or pencil.
- 2.** Tell the participants that in a few minutes they will work with a partner on action steps for one long-term goal they have at work or at home. Before they begin, they should take five minutes to think about their roles, responsibilities, and priorities, and then write a goal on their worksheet. Remind them that a goal should be specific and achievable, with a deadline attached to it for the greatest chance of success.
- 3.** After the five-minute period, ask the participants to find a partner to work with. Allow 10 minutes for one person to share his or her

goal with a partner and for the two of them to brainstorm two or three action steps for the goal and three or four tasks under each action step.

4. After 10 minutes, tell participants to switch and work through the same process with the other person's goal for 10 more minutes.
5. When finished, ask the participants to take out their planning and scheduling system (if available) and spend five minutes noting when they will complete the first tasks under the first action item. Emphasize that they should then complete this process on their own with the remaining tasks. *Note:* This step is optional for the exercise. If participants do not have a scheduling and planning system with them, simply state that when they get back from the workshop, they need to schedule the tasks into their planners or calendars.
6. Begin the debriefing once the time is up.

DEBRIEFING

Allow approximately 10 minutes to debrief participants on the effectiveness of breaking a goal into action steps with tasks they can schedule into their planning system. Ask them to reflect on why it is important to share their goals with another person (it leads to greater commitment and accountability for goal achievement) and ask them about the value of using a tool for goal-setting and planning.