

## Lesson Plan 7

### GOAL SETTING

#### OBJECTIVE:

Upon successful completion, students will be able to identify career goals and develop action plans.

#### CAREER PREPARATION LEARNING RESULTS MET OR PARTIALLY MET:

A.3. Demonstrate an understanding of the relationship between the changing nature of work and educational requirements.

B.1. Use a career planning process that includes self-assessment, personal development, and a career portfolio as a way to gain initial entry into the workplace.

#### SKILLS UTILIZED:

Self-evaluation, planning, organizing.

#### NECESSARY SUPPLIES:

1. Copies of *SMART Goal Setting*.
2. Copies of *Career and Intermediate Goals*.
3. Copies of *SMART Goals Worksheet*.
4. Copies of *Internet Resources for Job Searching*.

#### TIME REQUIRED:

1- 2 class periods

#### LESSON PROCEDURE:

1. Introduce topic and discuss importance of goals.
2. Hand out *SMART Goal Setting*. Go over the characteristics of an effective goal-setting strategy.
3. When students are clear on SMART principles, hand out *Career and Intermediate Goals* worksheet. Have students work on them individually.
4. When students are finished, have them share some of their goals with one another or with the group.
5. Hand out *SMART Goals Worksheet*. Instruct students to choose **one** goal from their first list and write it at the top of this worksheet. Have them work individually to fill in the rest of the worksheet, describing the steps to achieve their goal, where they are now, and the potential obstacles and solutions. Share with one another or with the group.

Hand out *Internet Resources for Job Searching*. Optional: some students may want to go online to investigate job opportunities as a first action step for one of their career goals.

#### ASSIGNMENT:

Complete the worksheets in class or as a homework assignment.

#### SUGGESTED FOLLOW-UP:

Set a time three to six months later to review goals and action plans and update as needed.

## SMART Goal Setting

Following are components of an effective goal – one that describes performance standards that will “tell us what good behavior looks like.” The SMART acronym can help us remember these components.

<b>Specific</b>	The goal should identify a specific action or event that will take place.
<b>Measurable</b>	The goal and its benefits should be quantifiable.
<b>Achievable</b>	The goal should be attainable given available resources.
<b>Realistic</b>	The goal should require you to stretch some, but allow the likelihood of success.
<b>Timely</b>	The goal should state the time period in which it will be accomplished.

Here are some tips that can help you set effective goals:

1. Develop several goals. A list of five to seven items gives you several things to work on over a period of time.
2. State goals as declarations of intention, not items on a wish list. "I want to apply to three schools" lacks power. "I will apply to three schools," is intentional and powerful.
3. Attach a date to each goal. State what you intend to accomplish and by when. A good list should include some short-term and some long-term goals. You may want a few goals for the year, and some for two- or three-month intervals.
4. Be specific. "To find a job" is too general; "to find and research five job openings before the end of the month" is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.
5. Share your goals with someone who cares if you reach them. Sharing your intentions with your parents, your best friend, or your teacher will help ensure success.
6. Write down your goals and put them where you will see them. The more often you read your list, the more results you get.
7. Review and revise your list. Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it.

## Career and Intermediate Goals

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

My major job objective or career goal:

\_\_\_\_\_

The following intermediate goals are focused on the next \_\_\_\_\_ months:

<b>Education/Training goals:</b>	<i>Action steps:</i>
<b>Occupational goals:</b>	<i>Action steps:</i>
<b>Personal health/wellness goals:</b>	<i>Action steps:</i>

**SMART Goals Worksheet**  
**(Specific, Measurable, Achievable, Realistic, Timely)**

Goal Statement:

What do I need to do to reach this goal?

Where am I now?

Obstacles:	Solutions:
------------	------------

## Internet Resources for Job Searches

### NATIONAL

**America's Job Bank** - Job seekers can post their resume where thousands of employers search every day, search for job openings automatically, and find jobs. <http://www.ajb.org/>

**CareerBuilder.com** - Find jobs; post resumes; get advice. <http://www.careerbuilder.com/>

**Flipjob.com** - Thousands of job listings and other resources. <http://www.flipdog.com/>

**HotJobs.com** - Direct access to job vacancies; job search engine that can find jobs by location, industry or job title. <http://hotjobs.yahoo.com/>

**JobBank USA** - Detailed search capability -- by keyword, location, experience level, salary type, etc. Free resume database. <http://www.jobbankusa.com/>

**Monster.com** – Claims to be the biggest and most comprehensive internet job search engine on the web. Includes an extensive job/career search database.

**MyFuture.com** - Information on military careers which don't require a college degree. <http://www.myfuture.com/>

**Wetfeet.com** - Find a job; find an internship; do research; get advice. <http://wetfeet.com/>

### MAINE

**JobsInME.com** - Lists full-time, part-time, summer and temp jobs. Search for jobs or post resumes. <http://www.jobsinme.com/>

**Maine Career Center** - Access to a computerized database of jobs around the country; job fairs; training opportunities. <http://www.mainecareercenter.com/>

**Maine-Job.com** - Maine jobs and Maine employment opportunities. <http://www.maine-job.com/>

**Maine's Job Bank** – Search by job category, keyword, or location. <http://www.ajb.org/me/>

**MaineToday Careers** - Features tips and advice on finding a job, career profiles, job fairs, online classifieds, and news. <http://careers.mainetoday.com/>

**Midcoast Maine Job & Employment Guide** - Opportunities and job listings. <http://www.midcoastmaine.net/employment/>

**SouthernMaineHelpWanted.com** - Job listings for the Portland and southern Maine region. <http://SouthernMaineHelpWanted.com>