Lesson 4 *(~45 Minute Lesson)*

# Goal Setting and Time Management

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| Learning Goals  1. Students will recognize two essential skills that will prepare them for college 2. Students will learn how to identify their personal, academic, and career goals, as well as how to break those goals into smaller steps. 3. Students will understand how to use a planner to organize their time. |

## Introduction (~5 minutes)

* **Welcome your classroom back to Beaver Hangouts**
  + Remind your students of last week’s lesson about what colleges look for in their applicants. Can the students recall the traits colleges look for?
  + Relate last week’s lesson to this week’s lesson. Now that we know what colleges look for, this week will show the students some valuable tools to help them impress and prepare for college. Begin a discussion on goal setting and time management.
    - Why are these skills important?
    - Share a time when you set a goal and how you worked towards that goal. Are you pursuing any goals currently?
    - Briefly share your techniques for managing time.
    - What do your students have to say about this topic?

## Activity 1 (~15 minutes)

* **Breaking Apart Our Goals**
  + Ask the students to think about their goals for the future. Encourage them to consider personal, academic, and career goals and write down one goal for each category. You, the coach, should also have some examples of your personal, academic, and career goals.
  + When the students are finished brainstorming, ask them to select one goal as their BIG GOAL. Ask them to think about how they can break up the goal into smaller goals that are attainable in the next couple years. Give the students some examples, especially some of your goals! As always, ask students to share what they came up with. Example:

## Activity 2 (~15 minutes)

* **My Week At a Glance**
  + One way we can work on achieving goals is by staying organized and managing our time. What ways do you manage your time? Tell students how you stay organized and manage time.
  + Students should each have a “passion planner” handout of a blank week. Ask them to use the one-week planner handout to keep track of how much time they spend on:
    - School/classes
    - Extracurricular Activities
    - Job
    - Essentials (sleeping, eating)
    - Free time activities (video games, watching TV)
    - Studying, doing homework
  + What do students spend most their time doing? What about the least? How may these activities affect their ability to reach their goals? Share your one-week planner with the students.
  + Explain ways to make planning fun by using different colors, setting weekly goals, and thinking about their achievements for the week. Encourage them to be creative!

## Closing/Assignment (~5 minutes)

* **Wrap-up**
  + Leave some time for students to ask you questions
  + Give students a preview about next week’s lesson.