



## **LLD - Goal Setting and Time Management** Lodge Leadership Development Training

**Session Length:** 45-50 minutes

### **Learning Objectives:**

- Help leaders prioritize goals and tasks effectively
- Show Arrowmen the importance and significance of a to-do list and back dater
- Identify areas of stress and effective ways to deal with these stressful environments
- Recognize the importance of goal setting and how that can contribute to the success of a lodge or chapter

### **Required Materials:**

- Post-It Notes
- Note Cards
- Extra Pens
- Flip Charts

### **Outline of the Session:**

- This session will help give Arrowmen the information to effectively set goals and manage their time wisely. They will learn the importance of these skills, and be taught how to implement them in their lodges and chapters.

### **Trainer Preparation:**

- Study the syllabus and be thoroughly familiar with the material
- Ensure that the training area is adequate and properly set up for the session



## Session Narrative

### Introduction

**5 minutes**

*To begin this session, the trainer should do an Icebreaker activity to encourage Arrowmen to meet new members and become comfortable sharing things around people they may not know. The trainer should then lay out the agenda for this session by outlining the main topics that will be discussed. Encourage participants to take notes, listen intently, and ask questions frequently.*

### Goal Setting

**15 minutes**

*Introduce this session by asking some of the participants what some of their goals might be. This may be where they want to go to college, what they want to do, etc. This will get them thinking of a certain goal that they can work with throughout this portion. After a few people have shared, it is important to identify the two types of goals: short-term and long-term. Refer back to the goals of a few people and identify if they are short-term or long-term.*

Short-term goals normally take a few days, weeks or months, but no more than about six months. They are meant to be completed in a short period of time, and could be used to support a long-term goal. Some examples of short-term goals are: getting an A on your next math test, finishing your English PowerPoint, or saving enough money to buy that new game.

Long-term goals generally take more than six months to complete. They are more complicated and require more work than short-term goals, and short-term goals often support long-term goals. Some examples of long-term goals are: getting into your dream college, getting a 4.0 GPA for all four years of High School, and saving enough money to buy a new car.

Identifying what type of goal you are setting is always important and should be the first step, so after it is identified, the Arrowman should make sure his goal is S.M.A.R.T. The instructor should now break down what S.M.A.R.T. goals are. First, ask the group if anyone is aware of what the acronym stands for, and tell them to hold on to them until they get to each letter. Ask the group if they know what "S" stands for. Explain that S means *Specific*. Specific is making sure everything is laid out logically and clearly so that there is no room for confusion or misinterpretation. Give an example of a specific goal. Then move on to "M". "M" stands for *Measurable*, which means it is clear when the goal is obtained. An example of this is saying you want to receive a 4.0 at the end of the year can be measured by seeing if you did, in fact, earn the 4.0. After discussing "M", move on to "A", which is *Attainable*. When creating goals, it is important to ensure your goal can actually be completed. You don't want to create a goal that you know you can't



complete. An example of a goal that isn't achievable is if you have a 2.0 GPA, but want to have a 4.0 GPA, that is impossible; therefore, making it unachievable. The fourth letter is "R", which stands for *Relevant*. You want goals to somehow be relevant to your life, and what you want to accomplish. This can be related back to achievable because it has to be relevant to be achievable. The final letter is "T", which stands for *Timely*. Having a timely goal is important because it gives you a time frame for completion of the goal. This helps motivate you before the deadline. This is related to measurable because at the end of your time allotted you can measure if you accomplished the goal.

Once you have gone over all the letters of S.M.A.R.T. goals, have the participants practice setting S.M.A.R.T. goals by writing down two short-term goals and two long-term goals they would like to accomplish. Have a few people share what they wrote.

### **Carrying Out Your Goals**

**10 minutes**

For this section, the participants will require a piece of paper and pen or pencil. This session will show participants how to ensure their goals are met within their S.M.A.R.T. goal window.

To begin, ask the participants what they believe is the best way to make sure you are always working towards your goal and making sure it is done on time. The answer that should be stressed is to be sure your goal is written down, kept where you will see it and be constantly reminded of it. Ask for suggestions for where your goals should be kept. Remember, none of these answers will be wrong, but be sure to hit having one in your wallet, on your bathroom mirror, your refrigerator, dresser, pretty much anywhere you will see it at least once a day.

Pass out the Post-It notes and note cards. Have the participants write two short-term and two long-term goals on both the Post-It note and note card. Tell the participants that the notecards should be put in their wallet, and the Post-It notes should be placed anywhere they will see it at least once a day.

To end this section, tell them that writing down their goals and having them in places they will constantly see them, will help remind them to follow through with their goal. If it is written down, rather than just in their head, they are less likely to adjust the time frame or what they are trying to accomplish, so they are held accountable by themselves to see the goals through.

### **Effective Time Management**

**15 minutes**

This section will be talking about how to effectively manage your time, and deal with many things on your plate at one time. Start by asking the group what they are involved in outside of scouts, answers could be church groups, school work, clubs at school, etc. After a few people have shared, ask the group if they ever feel like they don't have enough time to do everything that they need to do.



The first part of this section will be about prioritizing your tasks. On a flip chart, have the following things written up: Study for math test tomorrow, go to Scout meeting on Thursday, read chapter 1-7 in English book for Wednesday, complete History PowerPoint that's due in three weeks, and hang out with friends. Have the participants organize this list how they think would be best, and have a few people share what they thought. After a few ideas have been shared, explain what should be prioritized. On another flip chart page, have the prioritization listed: Study for math test tomorrow, read chapter 1-7 in English book for Wednesday, go to Scout meeting on Thursday, hang out with friends, and start the history PowerPoint that is due in three weeks. Then explain why it would be done this way, mostly pointing out the due dates, or deadlines.

The second portion of this section will be talking about stress. Ask the participants if there is a "good type" of stress. The answer should be yes. There are two types of stress; good and bad. Good stress helps keep you focused and making sure your tasks are getting done and getting done on time. An example of this would be stressing about making sure you studied enough for your upcoming math test. Bad stress can be very unhealthy for an individual and should be avoided if possible. Bad stress is stressing about many things all at once and for an extended period of time. Bad stress can actually keep you off track and prevent you from getting work done because you're too busy stressing about everything else that is going on in your life. Everyone suffers from bad stress; the key is to limit that through time management and goal setting.

To wrap up this section be sure to emphasize the importance of prioritizing your tasks and making sure the most important things are getting done first, and using good stress to keep you on track and working towards completing your goals.

### **Takeaway Challenge**

**3 minutes**

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge sets and carries out goals. During your break time later today, share these with others in your chapter or lodge.



## Appendix: Resources and Source Material

- 2016 Guide to Unit Elections, available online at <http://www.oa-bsa.org/pages/content/guide-to-unit-elections>
- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- 2008 Lodge Finance Manual, available online at <http://www.oa-bsa.org/pages/content/publications#lfm>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- [or whatever materials are relevant for participants in your session]