

Goals: Long Term and Short Term

Materials: Handouts - Writing Long Term and Short Term Goals, Action Steps, and Goal Examples

Objectives: Students will be able to distinguish between long term and short term goals. Students will describe in writing their long term goals. Students will be able to set short term, measureable goals for themselves.

Vocabulary: Long term goal, short term goal, realistic goal, unrealistic goal, measurable goal, accomplish or achieve a goal,

1. Opening Discussion: What is a goal? Students may or may not understand this term. A good way to explain goals is to ask students why they are taking the English class. As they answer such things as, "I want to be able to help my children with their homework," or "I want to get a better job," point out that these are goals.
2. Have everyone write down one goal they have. As they share what they have written, list the goals on the board. Give students the Goal Example if you think it would be helpful.
3. Ask the students what the difference is between a long term goal and a short term goal. A long term goal is something that may take years to accomplish. For example: to become a doctor is a long term goal if you are a high school student. A short term goal is something you might be able to accomplish right away or in a few months. For example: getting a library card can be accomplished right away, losing five pounds can be accomplished in a few months.
4. Ask the students the difference between a realistic goal and an unrealistic goal. A realistic goal is something you can accomplish. For example: becoming a U.S. citizen is a realistic goal. An unrealistic goal is something you are not likely to accomplish. For example: if you only know a few words of English and you want to speak English perfectly in one month.
5. Ask the students what the difference is between a general goal and a measurable goal. A general goal has no specific result. For example: I want to improve my English pronunciation. A measurable goal is a goal that has a definite outcome. For example: I want to be able to pronounce words that begin with the letter V clearly so that anyone can understand me when I say those words.
6. Have the students look at their goals you wrote on the board. Ask them to label the goals as long term, short term, realistic, unrealistic, general or measurable.

7. Hand out the paper: **Writing Long Term and Short Term Goals**. Ask the students to take some time to think about their long term and short term goals and then write them on the paper. They can work on these alone or with the help of their classmates. Monitor the students, helping when necessary.
8. When the students have finished working you can ask for volunteers to share their long term and short term goals. It might be very helpful for them to hear that fellow students have the same goals. It might be useful to point out that perhaps students with the same goals could help each other achieve them.
9. Hand out the paper: **Action Steps Handout**. Have a student read the introduction and example. Ask if all the students understand how to write action steps. If they do you can have the students choose a goal and write the action steps to accomplish the goal. If some students don't understand you can elicit examples from other students or provide your own examples.
10. When the students have finished you can ask for volunteers to share their goal and action steps. If the student hasn't listed clear action steps, you can ask other students to help.
11. For homework you can ask the students to write action steps for one of their long term and one of their short term goals. If the students have children or grandchildren ask the students to share this exercise with their children or grandchildren and have them help the youngsters to write out some of their own goals with action steps.

Writing Long Term and Short Term Goals

Long term goals: Close your eyes and think about the future. Imagine it is 10 years from now. What would you like to be doing? Where will you and your family be? Write 4 or 5 long term goals.

Short term goals: Close your eyes and think about the future. Imagine it is 6 months from now. What would you like to be doing? Where will you and your family be? Write 4 or 5 short term goals. Include one goal for this class. For example: by the end of the 12 weeks I will know everyone's name.

Goal Examples Handout

Personal Goals - Examples

- Register to vote
- Save money to go to my country over the summer
- Learn to use the internet
- Take citizenship classes
- Find a part time job in the morning

Family Goals - Examples

- Go to the library every week
- Limit television watching
- Tell my child or grandchild stories about my childhood
- Teach my child or grandchild how to read and write in our native language
- Eat dinner together every night
- Have a special family night once a week
- Take books with us to read when we go to the clinic and have to wait
- Buy a computer for the house

School Involvement Goals (for students who have children in school) - Examples

- Attend the parent breakfast every week
- Talk to my children's teachers at least once a week
- Have at least two parent conferences during the year
- Visit my child's class
- Check my child's backpack every day for school notices. Read those notices
- Ask my child about school everyday
- Help my child with his homework every day

General Short Term Goals	Measureable Short Term Goals
To lose weight	To lose 1 lb. a week
To talk more to my son's teacher	To talk to my son's teacher once a month
To eat more fruits and vegetables	To eat at least one vegetable and one fruit every day
To go to the library more	To go to the library every two weeks

Action Steps Handout

In order to meet a goal, you usually have **to do** a series of things in a certain order. These are called **action steps**.

For example, if your goal is to get your driver's license your action steps might be:

- 1 - go the RMV (Registry of Motor Vehicles) to get a Driver's Test Manual
- 2 - study the manual until you are confident you can pass the test
- 3 - take and pass the test for your driver's permit
- 4 - take driving lessons until you are confident you can pass the road test
- 5 - take and pass the road test

YOU HAVE ACCOMPLISHED YOUR GOAL!!!!

Directions: Choose one of the goals you have written. Describe what action steps you need to take to help you reach your goal.

Goal: _____

Action steps to reach my goal:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____