



# Teen Leadership 20

## Intended Audience:

- Teens

## Lesson Objectives:

Participants will:

- Recognize the importance of breaking goals into steps
- Demonstrate how to break down a goal and prioritize steps.

**Time:** 20 minutes

## Equipment and supplies:

- Post It Notes
- Writing Utensils

## Do Ahead:

- Review Lesson
- Gather Equipment and Supplies

## Breaking Down Goals

### BACKGROUND

Goals are important because they give us direction and something to work toward. It also helps us focus our energy and feel a sense of accomplishment when we complete them.

SMART Goals are goals that are Specific, Measurable, Attainable, Relevant and Timely.

### WHAT TO DO

**Activity: *Setting a SMART Goal (approx. 5 minutes if not done before).***

Set a SMART goal for the group. Walk through each of the aspects of a SMART goal. Write the answers to these questions where everyone can see and then formulate one comprehensive goal.

Specific: Who is involved? What do you want to accomplish? Where will it be done? Why are you doing this?

Measurable: How will you track progress? How will you know you completed the goal?

Attainable: Is the goal something you can reasonably do? Is it top hard or below standard?

Relevant: Is it worthwhile?

Timely: When do you plan to complete your goal?

Example of a comprehensive SMART Goal: The Junior Leaders group will develop and present a 4-H recruitment presentation at three schools before the 2017 enrollment deadline.

Activity: So What Now?

You have a SMART Goal, but now what do you do? How do you obtain your goal? You have to start chunking. Chunking is a way to break down your goal into steps.

- Ask: What needs to happen to accomplish this goal?
  - Have the group write on post it notes, all the things/tasks that need to happen to accomplish the goal.
  - Review and see if any need broken down further.
- Place the post it notes on the wall in the order those tasks need to be accomplished. Noting that some will need to happen simultaneously.



- Determine and add any action items to the post it notes that it will take to achieve each step.
- As a group, assign each task to someone to accomplish. Combining action items as it makes sense.

### **TALK IT OVER**

#### **Reflect:**

- Did the original goal seem impossible to achieve?
- Now with individual action items and steps to do it, do you feel it is possible?

#### **Apply:**

- How can you use this process with other goals?

*Please take time to complete the Participant and Facilitator evaluations, found online at [go.osu.edu/TeenLeadership20](http://go.osu.edu/TeenLeadership20).*

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