



2024 National Order of the Arrow Conference

Session: Setting Goals for Success

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Session Length: 45 minutes

Session Description

[Brief description of what your session will cover. Why should someone take this training? Your ACVC may have provided a brief starting point, feel free to edit and add to it.]

This session focuses on identifying realistic and achievable objectives, creating a structured plan to reach these goals, and understanding the importance of setting short-term milestones to track progress. Learners will be introduced to various techniques for goal setting, including SMART (Specific, Measurable, Achievable, Relevant, Time-bound) criteria, and will learn how to overcome common obstacles that impede success. This session is ideal for anyone looking to sharpen their goal-setting skills to enhance their academic, career, or personal life achievements.

Learning Outcomes

[What should participants take away from your training? Your ACVC may have provided a brief starting point, feel free to build upon those as necessary or add additional outcomes]

Outcome 1: Develop strategies to overcome challenges and achieve personal goals.

Outcome 2: Learn to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.

Outcome 3: Understand the importance of goal setting in personal and professional development.

Theme Connection: Seek New Heights

[The theme of the 2024 NOAC is Seek New Heights, emphasizing the drive for excellence that characterizes the OA and our daily lives. How will your session incorporate this theme?]

Goal setting is necessary to achieve success. This session will allow arrowmen the opportunity to Seek New Heights in goal setting and success by giving them the tools needed to improve their ability to set goals and overcome obstacles in order to reach the success they desire.

Facility and Material Needs

[Please put all material and facility needs in this section. We recommend completing this portion last after the rest of the lesson plan is completed. **The more specific you are with your material and facility requests, the better we can accommodate!**]

Facility Needs

Is this session remote delegate-compatible? Yes
(ie. can the material be engagingly taught via live stream)

Does this session need audio/video (AV) capabilities? (ie. projector) Yes - projector and ability to connect a laptop for the presenter

Are there any other specific facility needs for this session? (ie. movable chairs, panel-style seating, etc.) Classroom with desks/chairs

Material Needs

[Please put "NOAC Training Committee" under "Source" if you need a material and cannot source it yourself - we will try to source it for you. Please note that we would strongly prefer training materials to be in a digital format and would advise against flipcharts and other physical materials. If you need microphones, extension cords, etc., please also specify those needs here.]

Material	Quantity	Source
Projector or TV monitor	1	NOAC Training Committee
HDMI cable from podium to projector/TV	1	NOAC Training Committee
Handout	unknown	Provided by presenter

Session Preparation Steps

[Please list all steps you or another trainer would need to take to be prepared to teach this session. For example, if the trainer needs to add personal experiences, print handouts, or prepare items for a game, those should be listed here. **The goal is for someone to be able to read this syllabus and understand how to teach your session in the future!**]

Step 1: Read the resources

Step 2: Study the syllabus

Step 3: Practice the presentation with PowerPoint

Additional Staff Members

[If you are having additional trainers assist you with your session, please fill out their contact information below. Please note that due to the conference sell-out, we are limited in our ability to register additional staff members on the training committee. We recommend that your additional trainers come from contingents or other staff members that can break from their duties to facilitate the session.]

Trainer Name	Email	Phone #
n/a		

Lesson Plan

[The main body of your presentation should be here. Remember to adjust the timing for each session as you add/edit topics. **Remember, be as specific as possible - the goal is for someone to be able to read this syllabus and understand how to facilitate your session in the future!**]

Helpful Templates:

Activity

Copy and paste this box wherever you have an activity in this session!

Materials Needed: [materials]

Length of Activity: # [min]

Activity Description: [description]

Trainer Action

If at any point the trainer needs to complete an action (play a video clip, prompt questions, etc.) copy paste this box and edit this text to specify what!

Introduction

2 minutes

Slides [1]-[4]

- What is success?
 - Looks different for everyone
 - Depends on the individual's personal goals
- How do we become successful in the face of challenges?

Overcoming Challenges and Achieving Personal Goals

5 minutes

Slides [5]-[11]

- Close your eyes
- Think about a goal you set for yourself recently.
 - What do you know about that goal?
 - Is it short-term or long-term?
 - High priority or low priority?

- Did you spend the time to fully articulate what it would take to achieve this goal?
 - Have you achieved this goal (or simply made progress)?
 - How do you know you're making progress toward your goal?
- Open your eyes
- Too often we set goals without actually having answers to these questions.
- When we do not take the time to define the task we are setting out to achieve, create an action plan, set a timeline, and actively monitor progress, time goes by and our goal falls to the wayside.
- The number one way to overcome challenges to achieving your personal goals is to ensure your goals are S.M.A.R.T. - raise your hand if you know what a SMART goal is? We will dive into this momentarily.
- First, let's look at some potential obstacles
 - Time Issues: You're too busy or overwhelmed to focus
 - Resource Issues: You're in need of tools, insight, guidance, and support to move forward
 - Confidence Issues: You know you need to take action but you're not sure what to do or whether you have the right abilities
 - Direction Issues: You have too many options and variables to which path is right for you
 - Momentum Issues: You know what you want to do, but can't seem to get started or make progress
 - Complacency Issues: You don't like the way things are, but it's better than the unknown
 - When you're facing these kinds of obstacles, it's easy to lose sight of success. You waste time, get frustrated with yourself, and make excuses, which are not productive ways of handling these problems. Sometimes you have to rip the band aid off, hold yourself accountable, and tackle these issues head on.
- How to overcome your challenges:
 - #1: Write (Or Revisit) Your SMART Goals
 - First, take a look at your goal. Is it SMART? If not, rewrite it as a SMART goal.

- Consider blocking off time on your calendar to work toward the goal. This dedicated time can work wonders in achieving your goals.
- Make sure you have the resources you need to succeed.
- Ensure that your deadline is realistic.
- #2: Break It Down Into Smaller Increments
 - One technique to achieving your goals is to establish smaller goals that lead into the bigger goal.
 - By checking off small achievements, not only do you build momentum and confidence, you make measurable progress towards your goal.
- #3: Lean On Your Peers
 - Letting others know your goals makes it harder to slack off.
 - When you're struggling, they can be an area of support to help you rise up to the challenge.

SMART goals

20 minutes

Slides [12]-[15]

- What are SMART goals?
 - Statements of the important results you are working to accomplish
 - Designed to foster clear and mutual understanding of what is expected
 - “S” - Specific: What will be accomplished? What actions will you take? (simple, sensible, significant)
 - “M” - Measurable: What data will measure the goal? How much? How well? (meaningful, motivating)
 - “A” - Achievable: Is the goal doable? Do you have the necessary skills and resources? (agreed, attainable)
 - “R” - Relevant: How does the goal align with broader goals? Why is the result important? (reasonable, realistic and resourced, results-based)
 - “T” - Time-Bound: What is the time frame for accomplishing the goal? (time-based, time limited, time/cost limited, timely, time-sensitive)
- S - Specific
 - Who - Consider who needs to be involved to achieve the goal (especially if this is a group project).
 - What - Think about exactly what you are trying to accomplish. Be detailed!

- When - This will be covered more in depth in the “time-bound” section, but a time frame should at least be set here.
- Where - This question does not always apply, but if there is a location it should be identified here.
- Which - Determine any obstacles or requirements. This question can help you determine if the goal is going to be realistic. Another way to look at this is “which resources or limits are involved?”
- Why - What is the reason for the goal. Why is the goal important?
- “S” actions may include: Oversee, Coordinate, Supervise, Manage, Plan, Support, Transition, Update, Upgrade, Develop, Create, Implement, Evaluate, Produce, Write, Process, Provide, Maintain, Reconcile, Direct, Administer
 - NOTE: this list does not contain verbs like “improve,” “reduce,” or “increase.” These simply imply the direction you may want to move in, but do not explain the role or specific action that you will take to accomplish this change.
- M - Measurable
 - What metrics are you going to use to determine if your goal is met?
 - This makes a goal more tangible because it provides you a way to measure progress.
 - If the project is going to take a few months to complete, then set some milestones by considering specific tasks to accomplish. Milestones are a series of steps (smaller checkpoint goals) along the way that when added up will result in the completion of the main goal.
 - There should be a source of information to measure or determine whether a goal has been achieved.
 - Measurable goals give you a way to track progress and stay motivated!
 - Assessing progress helps you stay focused, meet deadlines, and feel the excitement of getting closer to achieving your goal.
 - Should address questions such as:
 - How much?
 - How many?
 - How will I know when it is accomplished?
- A - Achievable

- This focuses on how important the goal is to you and what you can do to make it attainable.
 - This may require developing new skills and changing attitudes.
- This goal is meant to inspire motivation, not to discourage.
- Things to think about:
 - How will you accomplish the goal?
 - Do you have the tools/skills needed?
 - If not, what would it take to attain the tool/skills that are needed?
- R - Relevant
 - Relevance ensures that the goal makes sense with the broader goals.
 - For example, if a new program is being launched, is it something that is in alignment with the overall objectives of the organization?
 - Your team may be able to launch a new program, but if your organization is not prioritizing launching that type of new program, then the goal would not be relevant.
 - Questions to ask:
 - Does this seem worthwhile?
 - Is this the right time?
 - Does this match our other efforts/needs?
 - Am I the right person to reach this goal?
 - Is it applicable in the current socio-economic environment?
- T - Time-Bound
 - Anyone can set goals, but if it lacks realistic timing, the chances of success are dramatically reduced.
 - Providing a target date is imperative
 - Questions to ask:
 - When?
 - What can I do six months from now?
 - What can I do six weeks from now?
 - What can I do today?
 - It is important to give yourself a realistic time frame for accomplishing the smaller goals that are necessary to achieving your final objective.

Trainer Action

Give handout with example!!

- EXAMPLE:
- Develop and execute a camp promotion presentation plan to promote our council's Scouts BSA and Cub Scout summer camp program in an effort to increase attendance to our council's summer camp opportunities.
 - S - Specific
 - Who: Promotion presentation will be established by the council camping committee in conjunction with the Lodge Chief and the Lodge Vice-Chief of Chapters. Lodge Vice-Chief of Chapters will train chapter election teams at the Lodge Leadership Development Conference. Chapter youth members will give these presentations as part of the unit election or as a stand-alone visit to a unit.
 - What - PowerPoint presentation to promote Scouts BSA summer camp in our council and Cub Scout summer camp in our council will be established. Chapters will work to schedule unit visits to present this promotion to Packs, Troops, Crews, and Ships.
 - When - Presentations will be given during the "election window" of the Lodge and done in conjunction with unit election visits for units that qualify for a unit election. Presentations will also be offered to units who have not requested an election.
 - Where - Presentation will be done at unit meetings.
 - Which - AV equipment will be needed for units who do not have the necessary equipment for the presentation.
 - Why - Summer camp attendance in our council has been lacking since the COVID pandemic. These presentations will give awareness to our units of our council camping opportunities. We are meeting the mission and purpose of the Order of the Arrow by promoting our camps,
 - M - Measurable

- 100% of the units in the council will be contacted and offered a presentation.
- 85% of the units will receive a presentation
- These will be tracked in Lodgemaster
- A - Achievable
 - With the guidance of the council camping committee and the manpower of the Chapters, this goal is attainable for 2025.
- R - Relevant
 - These camp promotion presentations are relevant to the mission and purpose of the Order of the Arrow.
 - These camp promotions have the potential to entice more Scouts to attend summer camp in our Council which will allow the council to invest more into this program.
 - Studies have shown that the best way to keep youth in Scouting is to get them to summer camp!
- T - Time-Bound
 - Presentations will be given between the LLDC and Memorial Day (February - May) in 2025.
 - Lodge Adviser will work with the council camping committee to put together talking points for the presentation.
 - Lodge Chief and Lodge Vice-Chief of Chapters will begin promoting this plan for the next election cycle
 - Lodge Chief and Lodge Vice-Chief of Chapters will work with the council camping committee to train presentation teams at LLDC.
 - All presentations will be completed prior to Memorial Day 2025.

Goal Setting for Personal and Professional Development

15 minutes

Slides [16]-[25]

- Why are goals important?
 - Goals are fundamental to personal growth and success.
 - They give us a clear purpose and direction in life.
 - By setting goals, we can motivate ourselves, stay focused, and unleash our full potential.

- Goals provide motivation and focus
 - Goals serve as a source of motivation.
 - By setting clear goals, we give our lives meaning and purpose.
 - They help us channel our energy and resources toward what truly matters and avoid distractions.
- Goal setting and personal growth
 - Setting goals is an essential part of personal development
 - It enables us to learn more about ourselves, identify our strengths and weaknesses.
 - Through goal setting and achievement, we can continuously improve ourselves and reach new heights
 - Self-reflection and self-discipline
 - Self-reflection is crucial when setting goals.
 - By examining our values, interests, and passions, we can formulate goals that align with our personality.
 - Pursuing goals requires self-discipline and a willingness to step out of our comfort zone.
 - Progress and sense of achievement
 - The process of goal achievement allows us to measure progress and celebrate achievements.
 - Each accomplished goal boosts our self-confidence and motivates us to keep working hard and pursuing our dreams
- Goals as a compass in life
 - Goals serve as guiding principles in our lives.
 - They give us clear direction and assist in decision-making and setting priorities.
 - Without goals, we may feel lost and invest our time and energy in directions that do not fulfill us.
 - Vision and purpose
 - Goals are closely connected to our personal vision and sense of purpose.
 - They enable us to have a sense of purpose in our actions and develop a vision of the person we aspire to become.
 - Decision-making and setting priorities

- Goals help us make informed decisions and set priorities.
- When we have clear goals in mind, it becomes easier to weigh different options and choose those that bring us closer to our objectives.
- Goals and personal development
 - Setting and pursuing goals foster personal development in various ways.
 - It allows us to overcome obstacles, build self-confidence, and enhance our skills
 - Building self-confidence
 - Achieving goals strengthens our self-confidence.
 - Every time we reach a goal, we prove to ourselves that we are capable of accomplishing something meaningful.
 - These successes boost our self-confidence and motivate us to set even higher goals.
 - Overcoming obstacles and limitations
 - Pursuing goals requires us to overcome obstacles and challenge our own limitations.
 - Along the way, we learn to cope with setbacks, adapt, and become resilient.
 - These experiences contribute to our personal development and help us grow.
- The role of goals in different areas of life
 - Goals play an important role in all aspects of our life
 - Professional life
 - Relationships
 - Personal happiness
 - Career and professional success
 - Goals help us define our career objectives and drive our professional development.
 - They allow us to focus on priorities, acquire new skills, and strive for career growth.
 - Relationships and personal happiness
 - Goals play a crucial role in our relationships.

- We can set goals to improve our communication skills, build loving relationships, and actively work on enhancing our personal happiness.
 - Through goal setting, we can actively contribute to improving our relationships and achieving personal fulfillment.
- Obstacles to goal achievement
 - When pursuing goals, various obstacles can hinder our progress.
 - It is important to recognize obstacles and develop strategies to overcome them.
 - Fear and self-doubt
 - Fear and self-doubt can impede our pursuit of goals.
 - It is important to acknowledge these negative thoughts and feelings and work on overcoming them.
 - Positive self-talk, support from others, and acknowledging small successes can help overcome self-doubt
 - Procrastination and distractions
 - Procrastination and distractions are additional obstacles that can keep you from achieving goals.
 - Effective time management, effective organizational strategies, and minimizing unnecessary distractions can boost productivity and help you stay on track toward your goals.
- Tips for effective goal achievement
 - Goal Planning and implementation
 - Effective planning is the key to goal achievement.
 - Break down goals into smaller, measurable steps.
 - Create a concrete action plan.
 - These things give us a clearer understanding of the path ahead and allow us to take targeted action.
 - Overcoming setbacks
 - Setbacks are inevitable.
 - It is important to learn from setbacks, adapt our strategies, and maintain motivation in the face of obstacles.

- Overcome setbacks and continue to move forward by learning from our mistakes and celebrate small victories.
- The importance of goal achievement for personal development
 - Goal achievement plays a crucial role in our personal development.
 - Self-discipline and perseverance
 - The pursuit of goals requires self-discipline and perseverance.
 - By staying focused on our goals and persisting in our efforts, we develop these important qualities that also benefit us in other aspects of life.
 - Self-confidence
 - Each accomplished goal reaffirms our ability to effect change and shape our own future.
 - This helps us tackle new challenges and push our limits further.
- 3 ways in which goal setting helps give direction to our life
 - Effective and strategic goals can improve chances of success
 - Goal setting makes you a better person - since you compete with yourself
 - Goal setting acts as a trigger for habit change

Conclusion & Takeaway Challenge

3 minutes

Slides [26]

[Each session should end with a challenge for every participant to write down key points to take with them and encourage them to reflect upon the session. The wording of the takeaway challenge will depend upon the session. For example:]

Goal setting plays a significant role in our personal development. By setting clear goals, we can enhance our motivation, unlock our full potential, and continuously grow. Setting goals provides us with clear direction in life and supports the development of self-discipline, perseverance, and self-confidence.

The most effective goals are SMART. SMART is an effective tool that provides the clarity, focus, and motivation you need to achieve your goals. Remember that when you run into obstacles, revisit your SMART goals. You might need to break the goal down into smaller increments or you might need to lean on a friend or advisor. These

strategies can help you not only accomplish goals that you set for yourself, but it will provide positive development to you personally and professionally.

Please take out your notebook and pen. For the final three minutes, think about your current and future roles in the OA, in Scouting, and in life. Write down three key takeaways from this session that will enable you to Seek New Heights in those current and/or future roles. For example, [something relevant to your session]. Later today, feel free to share these key ideas with others in your chapter or lodge.

Appendix: Resources and Source Material

[Please add all referenced sources or handouts that would be useful to share with session attendees.]

Resource	Link
Order of the Arrow, Mission & Purpose	Available online at: https://oa-bsa.org/about/mission-purpose
Blueprintgreen Career Coaching & Consulting	https://www.blueprintgreen.us/blog/how-to-solve-problems-with-goals
Smart Goals: A How to Guide	https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf
SMART Goals	https://www.mindtools.com/a4wo118/smart-goals
The Importance of Goal Setting for Personal Development	https://www.linkedin.com/pulse/importance-goal-setting-personal-development-dominik-michelitsch/
Why Goal Setting is Important for Personal Development	https://www.habitify.me/blog/why-goal-setting-is-important-for-personal-development