



## 2024 National Order of the Arrow Conference

### **Session:** Time Management and Goal Setting

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**Session Length:** 45 minutes

## Session Description

While in a leadership role, there will be many things you want to accomplish. One of the biggest roadblocks you may run into is simply not having enough time... or that's how it may seem. This session will dive into tips and tricks on strategic time management and effective goal setting. Arrowmen will learn the importance of these skills and be taught how to implement them in their Lodges and Chapters.

## Learning Outcomes

**Outcome 1:** Learn the significance of goals.

**Outcome 2:** Learn how to create S.M.A.R.T. goals.

**Outcome 3:** Show Arrowmen the importance and significance of a to-do list.

**Outcome 4:** Help leaders prioritize goals and tasks effectively.

**Outcome 5:** Recognize the importance of goal setting and how that can contribute to the success of a Lodge or Chapter.

## 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?]

To strive for excellence in the OA and our daily lives, we must be prepared. We must utilize our time and resources to do our best. Time management is an important life skill that can help

one prioritize tasks and complete them more effectively. By learning how to set achievable goals in a timely manner one will be able to accomplish and achieve more. Thus, learning more about time management and goal setting emphasizes the drive for excellence.

## Facility and Material Needs

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### 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?* Yes  
(ie. projector)

*Are there any other specific facility needs for this session?* [Please specify here.]  
(ie. movable chairs, panel-style seating, etc.)

### Material Needs

Material	Quantity	Source
Powerpoint	1	Trainer
3in X 3in Post-It-Notes	6 stacks	NOAC Training Committee
Extra Pens	30	NOAC Training Committee
Extra Pencils	30	NOAC Training Committee
Projector	1	NOAC Training Committee

## Session Preparation Steps

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**Step 1:** Study the syllabus and be thoroughly familiar with the material.

**Step 2:** Prepare the Icebreaker.

**Step 3:** Create a PowerPoint

**Step 4:** Ensure the training area is adequate and properly set up for the session.

## Additional Staff Members

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Trainer Name	Email	Phone #

# Lesson Plan

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## Helpful Templates:

### Activity: Icebreaker

**Materials Needed:** Participant's involvement.

**Length of Activity:** 5 min

**Activity Description:**

The goal of this game is for everyone to be in a group of four people, all from different states.

You must be in a group with people you don't currently know.

You CANNOT say what state you are in.

You CAN describe what your state is known for.

Participants should be creative when explaining where they are from.

### 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

8 minutes

*Slides 1-4*

- Introduce yourself as the trainer.
- 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 have participants read off the learning objectives from PowerPoint to establish the agenda for this session.
- Encourage participants to take notes, listen intently, and ask questions frequently.

## Topic 1: The Significance of goals.

8 minutes

*Slides 5-6*

- Introduce this session by asking the participants about their goals. After a few people have shared, it is important to identify the two types of goals: short-term and long-term. Refer to a few participant's goals and identify if they are short-term or long-term goals.
- Short-term goals normally take a few days, weeks, or months, but no more than 6

months. They are meant to be completed in a short period of time and could be used to support a long-term goal.

- Long-term goals generally take more than six months to complete. They are more complicated and require more work than short-term goals.
- Have each participant use a Post-It note to write down at least one short-term and one long-term goal.

**Topic 2: Creating SMART goals.**

**8 minutes**

*Slides 7-12*

- Identifying what type of goal is being set is always important and should be the first step. After the goal type is identified, the Arrowmen should make sure the participants' goals are S.M.A.R.T. goals.
- The trainer should now explain the S.M.A.R.T. goal acronym, discussing each letter and its meaning. The process may begin by asking the group if they are familiar with the S.M.A.R.T. acronym and each letter's meaning:

-Specific: everything is laid out logically and clearly so that there is no room for confusion or misinterpretation.

-Measurable: define what evidence will prove you are making progress and have reached your goal.

-Attainable: make sure the goal can be completed.

-Relevant: the goal should align with your life and what you want to accomplish.

-Timely: set a deadline for achieving your goal. This helps motivate you before the deadline.

- After explaining each letter, give an example of a goal that fits that part of the acronym.
- Have each participant revise their short-term and long-term goals using the S.M.A.R.T. acronym.

**Topic 3: Carrying out your goals.**

**8 minutes**

*Slides 13-14*

- In this session, participants will need a piece of paper and a pen or pencil. This session will teach participants how to ensure their S.M.A.R.T. goals are met.
- To begin, ask the participants what they believe is the best way to make sure they're always working towards their goal and making sure it is done on time. The answer is that the goal should be written down and kept where they will see it and be constantly reminded of it.

- Ask for suggestions on where their goals should be kept. Tell the participants to place their Post-It notes in places where they will see them every day.
- To end this session, tell the participants that writing down goals and having them placed where they will constantly see them, will remind them to follow through with their goals. If a goal is written down, participants are less likely to adjust the timeframe for accomplishing it.

**Topic 4:** Help leaders prioritize goals and tasks effectively.

**8 minutes**

*Slides 15-17*

- This section will discuss how to effectively manage your time by using to-do lists to prioritize goals. Start by asking the participants what a to-do list is and how they can use it when setting goals.
- Ask what they are involved in outside of scouts. After a few people have shared, ask the group if they ever feel like they don't have enough time to do everything they need to do.
- On a slideshow, have a list of the following things written up: study for math test tomorrow, go to Scout meeting on Thursday, read chapters 1-7 in English book for Wednesday, complete history PowerPoint that is due in three weeks, and hang out with friends. Have the participants discuss in groups how they would prioritize the activities on this list.
- After a few ideas have been shared, explain what should be prioritized. On another slide, have the prioritization listed: study for math test tomorrow, read chapters 1-7 in English book for Wednesday, go to scout meeting Thursday, hang out with friends, and start the history PowerPoint that is due in three weeks. Then explain why the priorities are listed this way based on due dates and deadlines.

**Conclusion & Takeaway Challenge**

**5 minutes**

*Slides 18-21*

- Go back over the learning objectives and have participants explain how we touched on each one.
- Briefly explain how goal setting and time management are related to the theme for NOAC.

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, how will you better manage your time and set goals

to do your best? Later today, feel free to share these key ideas with others in your chapter or lodge.

## **Appendix: Resources and Source Material**

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[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: <a href="https://oa-bsa.org/about/mission-purpose">https://oa-bsa.org/about/mission-purpose</a>