

# Goal Setting and Time Management

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Lodge Leadership Development



BOY SCOUTS OF AMERICA®

ORDER OF THE ARROW

# Trainer Info

- Add in your name, chapter/ lodge, and position in lodge/chapter if applicable.



# Icebreaker

- This is where you will explain the icebreaker activity to the participants



# Where we are going

- 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





# Types of goals

- Short-Term

Month  20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- Long-Term

**2017**

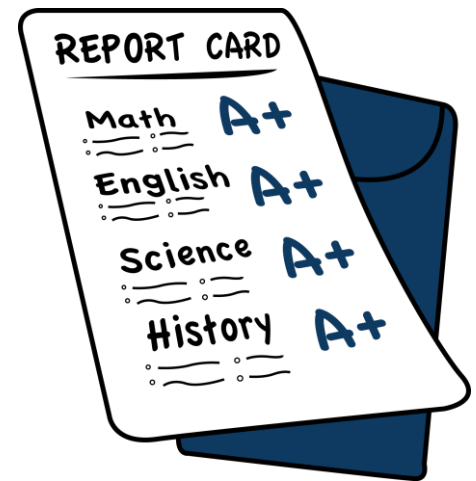
January	February	March	April
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May	June	July	August
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September	October	November	December
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<b>Holidays:</b> Jan 16: ML King Day Feb 20: Presidents' Day Apr 14: Good Friday	May 14: Mother's Day May 29: Memorial Day Jun 18: Father's Day Jul 04: Independence Day	Sep 04: Labor Day Oct 09: Columbus Day Oct 31: Halloween Nov 11: Veterans Day	Nov 23: Thanksgiving Day Dec 25: Christmas

www.calendarlabs.com



# Short-Term

- Take a few days, weeks, or months, but no more than 6 months
- Could support a Long-Term goal
- Ex. Getting all A's on your report card



# Long-Term Goal

- Generally take more than 6 months to complete
- They are more complicated and require more work in comparison to Short-Term goals
- Ex. Getting into your dream college



# S.M.A.R.T Goals

- **S**
  - Specific
  - Making sure everything is laid out logically and clearly so there is no room for confusion or misinterpretation



# S.M.A.R.T Goals

- **M**
  - Measurable
  - It is clear when the goal is obtained

M



# S.M.A.R.T Goals

- **A**
  - Attainable
  - The goal can actually be completed and accomplished



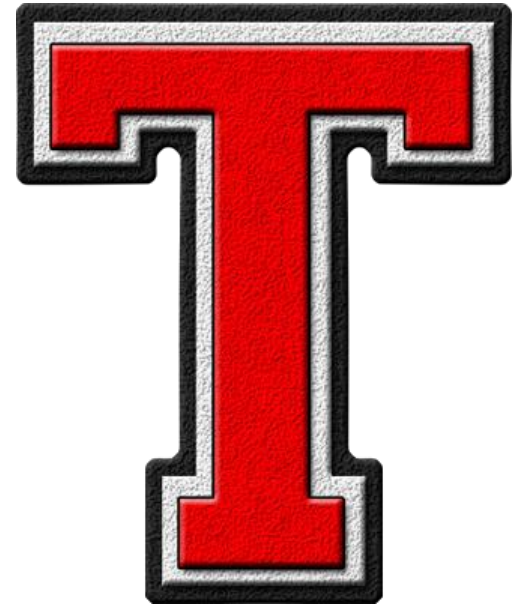
# S.M.A.R.T Goals

- **R**
  - Relevant
  - You want the goals to somehow be relevant to your life, and what you want to accomplish



# S.M.A.R.T Goals

- **T**
  - Timely
  - You have to have a time frame of the completion of the goal to help keep you motivated



# Practice

- Write down two Short-Term goals and two Long-Term goals
- Make sure the goals are S.M.A.R.T Goals

## SMART Goals



Specific



Measurable



Attainable



Relevant



Timely





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# Working towards your goal

- The best way to keep on track?
  - Write the goal down and keep it where you will see it constantly





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# Prioritizing Tasks

- Make sure you do things in the order that they're due
- It's important to do the most important and things that are due first, rather than those that are due later



# Dealing with Stress

- Good Stress
- Bad Stress



# Good Stress

- Keeps you focused and making your tasks are getting done and getting done on time
- Ex. Stressing about if you s  
enough for your upcoming



# Bad Stress

- Very unhealthy and should be avoided
- Stressing many things all at once and for an extended period of time
- Can actually keep you off track and prevent you from getting work done

