

Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Entrepreneurial Competences	
Topic 1 Title: Spotting Opportunities and vision	
Lesson Plan 2 – Importance of setting goals	
Duration: 60 minutes	
Aim	This lesson has the aim of showing the students the importance of setting goals and objectives as well as give the most important definitions.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board • Computer • Powerpoint presentation
Tools/ Materials	<ul style="list-style-type: none"> • Handout 1 • Handout 2
Main Tasks	<p>1. Task 1: Introduction to the theme and definitions (30 mins) (See Handout 1)</p> <p>1.1 Present the importance of having goals and objectives</p> <p>1.2 Define what goals and objectives</p> <p>1.3 Describe goals and objective’s characteristics – SMAC TEST (Specific, Measurable, Achievable and Compatible)</p> <p>2. Task 2: Group activity (20 mins) (See Handout 2)</p>

	<p>2.1 Divide the students into small groups and ask them to complete the following tasks:</p> <p>2.2 Develop three goals and for each goals and answer the following questions:</p> <ul style="list-style-type: none">a) Why do you feel this goal is necessary?b) Does it pass the SMAC test? <p>2.3 Use of their goals and develop three objectives to accomplish the goal. Students must answer the following questions:</p> <ul style="list-style-type: none">a) Why is this objective critical to goal accomplishment?b) Does it pass the SMAC test? <p>2.4 Discuss the results with the whole class</p> <p>3. Task 4: Wrap up (10 mins)</p>
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HANDOUT 1: Importance of setting goals

1- Please, read the following text and underline what you consider the most important:

The importance of setting objectives

Without defined goals we have no direction.

Just as in other areas of life, setting goals in the financial area streamlines tasks in order to achieve goals in less time. Those who do not have their goals defined, move with the wind and to an uncertain part, since it is not possible to plan without knowing what we want to achieve.

The importance of setting goals allows you to trace the path, step by step so that you can reach your destination. The strategy goes through the step-by-step towards the objective, having several alternatives, but for that you need to define the point of arrival.

Where we are -> what we are going to do -> achieving the objective

So it is important to create our own goals as soon as possible. How are objectives correctly created? There are some tips that can be useful, however it will always depend on what we have in mind. With our eyes on the target, the ways to reach that point can be several that we can call strategy.



Types of objectives:

Must be specific

When establishing the strategy, a final objective must always be taken into account. What you want to achieve and the more detailed the greater the visualization of the way to go. And the greater the motivation, because it allows us to visualize what our position is in relation to the expected and it is easier to get more energy to reach it faster.

They must be measurable

They must be able to be measured, because defining the goal of being rich does not tell us much. What will be the value of being rich, when will you become rich and the ways that helped you achieve that ambition. The advantage is that today almost all the most difficult indicators can be measured, such as quality of life.

They must be reachable or achievable

If an objective is not achievable it can lead to demotivation because it is not achieved, however they must also be ambitious, because without ambition we are resigned to the current situation. So we have a paradigm, because sometimes the ambitious is very close to the unbelievable, although there are not impossible!

They must be scheduled, be arranged in time

They must be able to be divided or divided into stages, to be more easily achieved. For example, an annual sales target should be broken down into quarters, months and days. Thus obtaining several commitments and visualizing more easily the path that needs to be taken.

They must be divisible

A common mistake is to define a goal: I want to be a millionaire. Correctly it could be: I want to have a business that will provide me with my first million Euros within 10 years. We have a time horizon to reach the objective, the value we want to have is defined, it can be attainable, the value is easily counted, thus allowing to know the distance between the starting point and the arrival point and the form or method used for the get.

So the first step is to define the objectives, so that you can then draw a plan to achieve them. It sounds simple, but in fact it is not. For there will always be unexpected events that will change the trajectories to pursue these. Sometimes it is necessary to cut short, or even rest, but never lose sight of what we want to happen, our goals.

If in a company or business it is common to have this type of planning, in the personal finances of each one is rarer. It is highly recommended to create / set goals in writing at home, in addition to the previously mentioned advantages, it allows you to visualize them and reinforces the commitments within the households.

1 By Nuno Casimiro In: <https://investidor.pt/a-importancia-de-definir-objetivos/>

HANDOUT 2: Activity related to the importance of setting goals

Check those 2 images, choose one and build your own business based on those steps:

