**Personal Management Outline**

**Days 1-3**



1. Introduce Personal Management
   1. What is Personal Management?
   2. What is Goal Setting?
   3. Benefits of Goals
   4. S.M.A.R.T. Goals
   5. Short-Term Goals
   6. Long-Term Goals
   7. *Activities*
      1. *Activity 1 - Short-Term Goals*
      2. *Activity 2 - Long-Term Goals*
      3. *Activity 3 - Life Goals Collage*



**Day 4**

1. Weekly S.M.A.R.T. Goals Planner
   1. How do you use your planner?
   2. Planner Expectations
2. *Activity 4 – Six Weeks S.M.A.R.T. Goals Planner*

**Day 5**

1. Mentor and Mentee Partnership
   1. What is a mentor?
   2. What is a mentee?
2. Activities
   1. *Activity 5 – Personal Development Mentor and Mentee Partnership Agreement*
   2. *Activity 3 – Life Goals Collage* Presentation

III. Assessment = Daily Activities

**Notes to Teacher:**

Begin the *Personal Management* slide presentation. Students will use *Note* *Taking Form* handout to take notes.

Distribute handouts and have students read and discuss them.

Students will complete assigned activities.

Students will participate in group discussions and class activities.

Days 1-3 - refer to slides 1-15

Day 4 - refer to slides 16-23

Day 5 - refer to slides 24-29

Each student will present his/her *Life* *Goals Collage* to the class.