

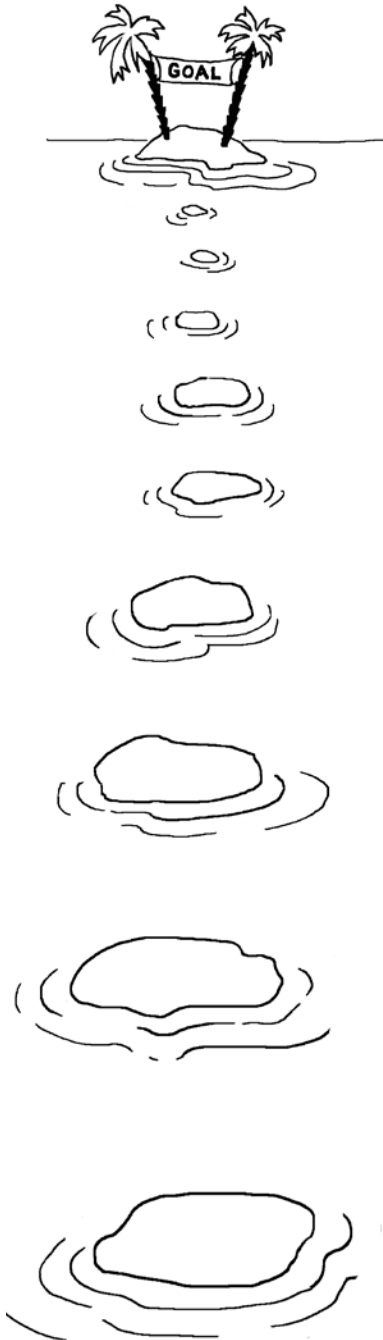
Step7: planning the work

b) setting goals and subgoals

If someone is planning a trip s/he must first know the destination and how many stages it will take to get there. It is exactly the same with learning; you must first have a goal and you must divide the path to this objective into subgoals, so that you can reach the objective.

Example:

- In ten days you have to give a presentation about lions. Your goal is to give a really good presentation and to obtain a good grade. You now have to divide this goal into partial goals for the next few days:



Monday	Obtain and look through books from the library about lions. Take notes.
Tuesday	Conduct an internet search. Take notes of important links.
Wednesday	Look through your notes. Create a first sketch about the structure of the presentation.
Thursday	Continue working on the sketch for the structure. Obtain missing information.
Friday	Write a first draft of the presentation.
Saturday and Sunday	Look for pictures to show with your presentation.
Monday	Re-read the presentation a few times, make necessary corrections.
Tuesday	Practice giving the presentation 2 times at home, also showing the pictures. Measure the time.
Wednesday	Practice giving the presentation by heart 2 to 3 times at home.
Thursday	Give the presentation in class!

- Consider with **every major assignment** what your **goal** is and into which **sub-goals or steps** you want to divide the path to reach this goal!
- Also, consider **every day** at the beginning of your assignment hour what your **objectives and partial objectives** are for today.

TIP

Each day, make a work plan at the beginning of your assignment hour in which you state the tasks to be accomplished today and the goals and subgoals!

Work plan for a presentation about London

Week 1	M 3.5	T 3.6	W 3.7	TH 3.8	F 3.9	Sat/Sun 3.10 + 3.11
	- Obtain books about London from library	- Search for info about London in the internet → take notes	- Review notes. make a sketch of the structure for presentation	- Continue working on the sketch for the structure	- Obtain missing information	- Write a first draft of the presentation

Week 2	M 3.12	T 3.13	W 3.14	TH 3.15	F 3.16	
	- Search for pictures for the topic London	- read through and review the presentation - improve texts	- Create a quiz	- Practice the presentation 2x with presenting the pictures → measure time	- Give presentation in school	

TIP

With bigger assignments, also enter the partial goals that belong to this task on your weekly plan!
The above example shows you how.

Exercise 7

Think about which longer assignment you have to complete in the next two to three weeks. Create a plan with partial steps and partial goals (see above). If you do not have a longer assignment due at this time, imagine the following: in two weeks, you have to give a presentation about your favorite hobby. How do you proceed? Make a plan of subgoals and partial steps!

