

# My Goals



Length  
25-30 Minutes

## Inquiry Prompts

- Why is it important to write down my goals?
- What are some small steps I can take toward achieving my goals?

## Before You Begin

1. Ensure that you are able to log into your student demo account on Xello, can access **Goals and Plans**, and can project from your computer so that students can follow along with you. It will be also helpful to go through the process of creating a goal ahead of time.
2. Ensure that students are able to log into their accounts and access **Goals and Plans**.

## Teaching Strategies

- 1 Pose the following question to the class: When you're making a goal for yourself, what can you do to help ensure that you're successful? Take a few minutes to discuss as a class.  
  
**Tip:** Discuss the importance of writing goals down, checking in frequently, and sharing goals with a friend or family member for accountability. Remind students of SMART goals: Specific, Measurable, Achievable, Relevant, and Time-Bound.
- 2 From your educator account, access your demo student account to model how to set a goal in Xello. Click on **My Goals and Plans** under **Goals and Plans** and choose **Set a Goal**. Enter a title for your goal.
- 3 For Step 2, show students the choices available under **Choose a Category**. Consider two or three categories and click on **Not sure? Learn about these options** to see more information about each category. As a class, decide which category your goal belongs under.
- 4 For Step 3, discuss as a class whether this is a short- or long-term goal. Then select your timeframe and click **Next**.
- 5 In Step 4, model adding tasks to your to-do list and then click **Set Goal**. Show students how they can add or remove tasks, or go back and change the category of their goals. Click on **Need Suggestions?** to show some examples of suggested to-do tasks. Show students how they can add notes and links to their goals. Finally, show them how they can check off tasks on their to-do lists, mark their goals complete when they've accomplished a goal, reflect on their goals, and add more goals.

## Materials Required

- Computers or tablets with Internet access

## Artifacts

Students:

- save at least 3 Goals in **Goals and Plans**

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- 6 Allow students 15-20 minutes to add at least three goals to their profiles. Direct them to add notes and a link to each goal (picture, student schedule, etc.)
- 7 **Follow-up for educators:** Once students have set their goals, review them in your Xello educator tools before facilitating one-on-one discussions. Check in with students periodically about their progress toward their goals and monitor their progress through your Xello educator account. Check out these articles on our Support site to learn more:
  - [View completed student goals](#) on the student's profile page, in the About Student tab.
  - [Run reports](#) to see how many students have set a goal and their progress towards completion.
  - [Use messaging](#) to remind students to mark their goals as complete, reflect on their goals, or update as needed.