

Setting Goals



This week...

Haya is disappointed recently that she is not successfully reaching her goals. Fiona is giving her advice on how to set realistic goals.

Lesson Objectives...

- Setting personal business goals
- Advice for achieving goals

Business English Conversation

Super Class

Warm Up – Topic Question



Do you set weekly, monthly, yearly goals for yourself?

Picture Description

Who is that businessman and what is he showing to that group of people?



Haya	Hi, Fiona. I'd like to talk to you about something that is troubling me .
Fiona	Sure, Haya. What's on your mind?
Haya	I set some goals for myself at the beginning of the year, but I am having a hard time achieving them.
Fiona	When setting goals it is important that they are realistic. If you set unattainable goals for yourself it will only lead to frustration .
Haya	That's exactly how I am feeling right now.
Fiona	Also, it's a good idea to write them down to help you keep on track to achieve them.
Haya	That is something I will start to do from now on.
Fiona	Please don't hesitate to come see me anytime if you are struggling with reaching your goals. I am here to help you succeed.
Haya	Thanks Fiona. I really appreciate it.



Student A is having trouble achieving the goals he/she set at the beginning of the year. **Student B** is giving **Student A** some advice on how to achieve goals.

Key Phrases

- I'd like to talk to you about something that is troubling me.
- I'm having a hard time achieving my goals.
- I really appreciate it.
- What's on your mind?
- When setting goals it is important that
- Also, it is a good idea to
- *Other*

Advice for Achieving Goals

- write goals down
- set short term milestones
- set realistic goals
- talk to a supervisor when struggling to achieve goals
- make a plan
- *other*



Talk about one of the following topics for one minute:

1. The importance of goal setting.
2. The problems associated with not achieving your goals.
3. How to successfully accomplish goals.

*Other students in the class, ask one question each to the presenter after the speech

- Do you sometimes set goals for yourself that are unrealistic?
- How do you feel if you fail to achieve your goals?
- Are goals necessary to achieve success?

Make sure you **keep your eye on the ball** if you want to achieve your goals.



be dead in the water – without any chance for success

- If I don't achieve my sales goals I'm **dead in the water**.

keep one's eye on the ball – to stay alert and pay close attention to what is happening

- I need to **keep my eye on the ball** if I am going to finish this project on time.

back to square one – to start over

- If they do not accept our proposal, we will be **back to square one**.