

Fast Tomato Lesson Outline: Setting Targets

<u>Student Activity</u>	<u>Discussion points/Notes</u>
Go to www.fasttomato.com and LOG IN.	<i>Why do people set targets?</i>
<p>Go to MY TARGETS</p> <p>Add a new BLANK Target from the list on the left. A target is an ambition of yours that will take months, possibly years to achieve.</p> <p>(You may also see some TEMPLATES of typical targets for your year group).</p>	<p><i>Provide some examples of appropriate TARGETS for the year group in question.</i></p> <p><i>Examples:- Choosing my options, Improving my attendance, Selecting Work Experience, Joining a club, Planning exam revision, Practising the Piano, Helping an old person, Getting higher marks in French.</i></p>
<p>Then click on the target title to make your changes.</p> <p>Give your target an appropriate name and give details on what you want to achieve.</p> <p>Break up this target into smaller action points. Each action point may take a month or more to complete.</p>	<p><i>Why should targets be SMART: Specific, Measurable, Agreed with others, Realistic and Time-boxed?</i></p> <p><i>Try to break down your target to make sure it meets the SMART criteria?</i></p>
<p>You can also add new Targets that you have already achieved, if you think they are really important.</p> <p>Just add a new 'blank target' and change it in the same way as above. But this time, you can tick the boxes to mark that actions are complete. It will be displayed on the main list in Green to show that it is complete.</p>	<p><i>Are there things you have ACHIEVED which demonstrate your skills or personal qualities?</i></p>
Produce a report by clicking the SUMMARY REPORT button at the bottom of the page. Select the TARGETS you want to include and give the report a REPORT TITLE.	<i>When might you want to produce a REPORT, and which TARGETS would you include?</i>
<p>EXTENSION ACTIVITY/ HOMEWORK</p> <p>At a later date, return to MY TARGETS and write a review for any targets you have completed by clicking the MY REVIEW button.</p> <p>Produce an Achievements Report by clicking the SUMMARY REPORT button and only select targets you have already completed.</p>	<p><i>Why should you review targets? What should be included in a review?</i></p>