

# Tennessee 4-H Leadership Project

*Advanced*





## Create a time and stress management plan

*Outcome: Compile a time management plan that can be used in college or a career.*

### **EXPLORE: Step Out Activity**

For one week, keep a record of what you spend your time doing. This will help you see where the bulk of your time is spent.

Activity	Time Spent
Example: Watching YouTube and TikTok reels	4 hours/day

What did you spend the most time doing this week?

### **EXPAND & APPLY**

What skills did you learn? How does this relate to every day life? How can you use this knowledge in the future?



## *Create a time and stress management plan*

*Outcome: Compile a time management plan that can be used in college or a career.*



### **EXPLORE: Step Out Activity**

Identify some ways you can save time and focus on the most important tasks in your life. Write them in the space below.



### **EXPAND & APPLY**

What skills did you learn? How does this relate to every day life? How can you use this knowledge in the future?



### *Create a list of career goals*

*Outcome: Develop a list of career goals that are achievable within the next five years.*



#### **EXPLORE: Step Out Activity**

Have you chosen a career to pursue yet? If so, list it below with all that you know about what is required for an entry-level position. If you have not yet identified your future career, make a list of careers in which you may be interested.

Now that you've thought about your future career, list some goals that are achievable in the next five years. If you have a hard time doing this, picture yourself in five years. Where are you, what are you doing for work, where are you living? Then write down the steps you need to take to get to that picture.



#### **EXPAND & APPLY**

What skills did you learn? How does this relate to every day life? How can you use this knowledge in the future?



### *Develop a teaching module for presentation and listening styles*

*Outcome: Develop a resource for others to use that discusses different listening and presentation strategies.*



#### **EXPLORE: Step Out Activity**

Using any presentation format you choose, identify three listening styles and three presentation strategies to help your audience members retain what you are teaching them.

Below, write the listening styles and definitions you will include in your presentation. Write some tips to help you during your presentation. Think of how you can better engage audience participation.



#### **EXPAND & APPLY**

What skills did you learn? How does this relate to every day life? How can you use this knowledge in the future?



### *Help younger members develop creativity and planning skills*

*Outcome: Develop a model to use as a resource for making attainable goals.*



#### **EXPLORE: Step Out Activity**

Use the SMART goal guide below to help younger club members learn how to better set goals.

What does SMART stand for?

S –

M –

A –

R –

T –

List some ways you could encourage younger 4-H members to use the SMART method when planning their goals.



#### **EXPAND & APPLY**

What skills did you learn? How does this relate to every day life? How can you use this knowledge in the future?



### Analyze different skills individuals bring to a group

*Outcome: Assess how well the club has met previously established goals.*



#### EXPLORE: Step Out Activity

After one or two months, meet with the same group of younger 4-H members as in Outcome #4. Evaluate how successful the club members were in meeting their SMART goals. Write their first names and their goal below. Then answer whether or not they met their goal.

4-H Member	Goal Set	Did They Meet the Goal? Yes or No	

Looking back on the goals above, do you see any that could have been reworded to be more effective or easier for the 4-H member to achieve in the time set? If so, write them in the space below.



#### EXPAND & APPLY

What skills did you learn? How does this relate to every day life? How can you use this knowledge in the future?



## *Answer Key for Outcome #4*

What does SMART stand for?

**S – Specific:** state the objective clearly and define with specifics

**M – Measurable:** show a goal that can be measured and shows progress

**A – Attainable or Achievable:** is this an attainable goal from what you are doing now?

**R – Realistic:** is it realistic that you can meet this goal?

**T – Timely:** can this goal be met in the time you have set for it?