ROLES AND GOALS WORKSHEET

STUDENT

TUTOR

Life Goals	Date set	Date Met
Learn the alphabet, letters and sounds		
Read a book, newspaper or magazine		
Write a letter		
Learn to type/use computer		
Use email		
Search the Internet		
Get a Library Card		
Use library to check out items		
Pass part of the GED		
Pass all of the GED		
Job/Work Goals		
Write a resume		
Search jobs on line		
Fill out a job application		
Get an Interview		
Find a job		
Perform better at work		
Read or write a work related manual		
Get a promotion		
Obtain a license or certificate		

Family Goals	Date set	Date Met
Write a check to pay a bill		
Understand bank account number		
Use an ATM machine		
Read medical Information		
Read medicine labels		
Plan a healthy meal		
Buy and pay for Groceries		
Read to a child/Share a story		
Help children with homework		
Take children to library		
Interact with school/teachers		
Community/Citizen Goals		
Access community services		
Talk about the importance of literacy		
Register to vote		
Vote		
Get a driver's license		
Become a volunteer		
Pass the Citizenship test		
Write to a letter to the editor		

Other Goals	Date Set	Date Met
Use a Cell Phone		
Text on a cell phone		
Download an app		
Write an essay		
Learn Basic Math		
Learn Basic Algebra		
Learn Geometry		

Use this space to share positive events and accomplishments in the student's life.

Other comments or observations:

SMART Goal Setting

Following are components of an effective goal – one that describes performance standards that will "tell us what good behavior looks like." The SMART acronym can help us remember these components.

Specific The goal should identify a specific action or event that will take place.

Measurable The goal and its benefits should be quantifiable.

The goal and its beliefle should be quarranteed.

Achievable The goal should be attainable given available

resources.

Realistic The goal should require you to stretch some, but

allow the likelihood of success.

Timely

The goal should state the time period in which it

will be accomplished.

Here are some tips that can help you set effective goals:

- 1. Develop several goals. A list of five to seven items gives you several things to work on over a period of time.
- 2. State goals as declarations of intention, not items on a wish list. "I want to apply to three schools" lacks power. "I will apply to three schools," is intentional and powerful.
- 3. Attach a date to each goal. State what you intend to accomplish and by when. A good list should include some short-term and some long-term goals. You may want a few goals for the year, and some for two- or three-month intervals.
- 4. Be specific. "To find a job" is too general; "to find and research five job openings before the end of the month" is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.
- 5. Share your goals with someone who cares if you reach them. Sharing your intentions with your parents, your best friend, or your teacher will help ensure success.
- 6. Write down your goals and put them where you will see them. The more often you read your list, the more results you get.
- 7. Review and revise your list. Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it.