**HANDOUT [A] - ACTIVITY WORKSHEET**

**Use the following guidelines to help you create achievable goals!**

ARE YOUR GOALS S.M.A.R.T.?

S – **Specific**: “Do well in Math” 🗷 “Get 80% in Math” 🗹

M – **Measurable**: “Get healthy” 🗷 “Exercise for 30 minutes twice a week” 🗹

A – **Achievable**: “Bank $500,000 a month” 🗷 “Bank 10% of what I earn this year” 🗹

R – **Realistic**: “Become a rock star” 🗷 “Learn how to play the guitar” 🗹

T – **Timely**: “Finish Halloween costume” 🗷 “Finish Costume by October 15” 🗹

*Review the following goals and change them into S.M.A.R.T goals using the guidelines above:*

“Do well in school” 🡪 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Get a job” 🡪 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Workout more” 🡪 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Save enough for university” 🡪 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Finish university application” 🡪 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Win an Oscar Award” 🡪 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal Tasks: How will you achieve your goal?**

“Get 80% in Math” 🗹 Task: Find a math tutor.

“Exercise for 30 minutes twice a week” 🗹 Task: Get a gym membership.

“Bank 10% of what I earn this year” 🗹 Task: Spend less money on clothes.

“Learn how to play the guitar” 🗹 Task: Practice for 30 min. a day.

“Finish Costume by October 15” 🗹 Task: Spend 1 hour on the costume 3x / week.

*Review the following goals and write down specific tasks for them using the guidelines above:*

“Find a part-time job for the summer” Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**“**Volunteer 3 hours a week” Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**“**Save at least $1000 by September” Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Read at least 3 books per month” Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Bike to school every day” Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HANDOUT [B] - GOAL SETTING**

1. Select **Goals** from the navigation menu and click **+ Add Goal**.
2. Add **THREE (3) Goals** (with a description, goal type, and timeframe), and add at least **TWO (2) tasks** **(Action Plan)** for each goal to outline on how you plan on achieving these goals.
3. Click the **three dots**  in the top right corner of your goal, click **+Add to Portfolio** > Select your portfolio> **Click Add to Portfolio**
4. In your portfolio, click **Add Reflection** > add the **three (3) reflection questions** below:

Which goals are most important to you and why?

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How will achieving these goals help you in life?

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Why is writing out your goals and action plan important?

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