Quick Question-Boss

Can you help me set a goal for work for this year?

Name: _____

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Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

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Administrative Questions

Is your phone number the same?		YES	NO	
Do you have active phone service?		YES	NO	
Is everything at work satisfactory?		YES	NO	
Are you getting enough hours?		YES	NO	

If you selected NO, explain:

	POINTS	EARNED	On time	Late
Journal	5		Date turned in:	
Scenario	5		Weeks late (points off):	
Question	5		Final Score:	
Reflection	3			
Admin	2			

Practical Tips

Specific, realistic goals work best.
When it comes to making a change, success comes to people who set realistic, specific goals. "I'm going to recycle all my plastic bottles, soda cans, and magazines" is a much more doable goal than "I'm going to do more for the environment."

It takes time for a change to become a habit.
It will probably take a couple of months before any changes — like getting up 30 minutes early to exercise — become routine. Your brain needs time to get used to the new thing you're doing.

Repeating a goal makes it stick.
Say your goal out loud each day to remind yourself of what you're working for. (Writing it down works, too.) Every time you remind yourself of your goal, you're training your brain to make it happen.
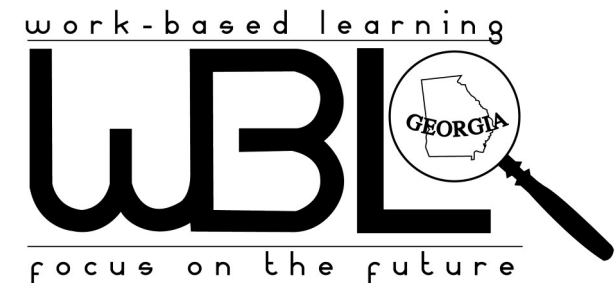
Pleasing other people doesn't work.
The desire to change must be within you — you have to do it because **you** want it, not because a girlfriend, boyfriend, coach, parent, or someone else wants it. It will be harder to stay on track if you're doing something out of obligation.

Roadblocks don't mean failure.
Slip-ups are actually part of the learning process as you retrain yourself into a new way of thinking. It may take a few tries, but that's OK — it's normal to mess up occasionally. Just get back on track as soon as you can.

WORKHOUSE
EDUCATION BEYOND THE CLASSROOM

Setting SMART Goals

work-based learning
WBL GEORGIA
focus on the future

1-1B
Goals

Why Do I Need to Set Goals

Goals Keep You Moving Forward
Written goals are an external version of an inner desire to accomplish something. Establishing goals creates a link between hard work and success.

Goals Make The Impossible Possible
Huge dreams can seem impossible to accomplish. It's easy to feel discouraged when looking at a future that seems too large to achieve. Proper goal setting can break larger, more difficult goals down into achievable steps. Not only does planning smaller goals make it easier to reach them it also offers greater levels of happiness along the way.

Goals Hold You Accountable
Having goals makes you accountable for your actions, efforts, and time. Setting a goal means action will be taken, regardless of the obstacles that may be in the way. Goals push you to tackle challenges head.

Goals Make You Want to Be Better
Setting goals make you identify the things you want out of life. People like feeling safe and comfortable, but goals give you something greater to work towards. These targets give you new situations and new challenges that place you in the right position for growth and development.

Goals Prepare You for Adulthood
Through goal setting, you can learn that hard work and good habits are the keys to success. Not only is goal setting important for helping you get more out of your academic experiences, but it also means that you will continue to use the same skills in the future to apply for a high-ranking job or achieve a new promotion.

What is a <u>SMART</u> Goal?

Specific
The more specific your goal, the greater chance you'll reach it. SMART goals are the difference between 'I want to be rich' and 'I want to make $10,000 a month for the next ten years by creating a new product.'

Measurable
Measurable means that you know <u>exactly</u> what will happen when you reach your goal. You have to break the goal down into <u>measurable</u> parts. Being healthier is not evidence; not staying up past 11 and getting enough sleep is.

Attainable
Attainable means knowing the goal is suitable for you by looking at the effort, time, and other costs. If you don't have the time, money, or talent, you'll fail. If you try something that seems impossible, you can make it happen by planning <u>SMART</u>ly and going for it!

Relevant
Is reaching your goal relevant to you? Do you actually want to run a business, be famous, or have a busy job? You decide what you want. The main questions are: Why do you want this goal? What is the objective behind the goal? Will this goal really achieve that?

Timely
Deadlines encourage action. Set some and go after them. Keep the timeline realistic and flexible so you don't get discouraged. Being too strict on the timeline of your goal can have the opposite effect.

> **DID YOU KNOW?**
> Sharing your goals with friends improves your chances of reaching them.

Name: _____

Journal
Set 3 SMART goals for yourself— one personal, one academic, and one work-related. Make sure it is a **SMART** goal. (*<====read that stuff over there*)

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Worksite Scenario
Mary comes to you and asks for help coming up with a job goal for this year. She tells you she wants to increase her sales. You tell her that's great, but it's not a SMART goal. What is Mary's goal missing and how should she rewrite it to make it better?

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