

Name _____

SMART Goals

Goals help you determine where you want to go and what you want to accomplish. They give you focus, direction, and purpose. Having a goal also helps you determine a plan of action. For example, if your goal is to go to college, there are specific things you must do in order to achieve your goal.

While goals can be short-term (get a B on your history test) or long-term (graduate with a 3.0 GPA), every goal should be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART goals

Specific. Specific goals are well-defined and clear-cut. Instead of "I want to do better in school," a more specific goal would be "I want to earn a 3.0 GPA."

Measurable. Measurable goals make it easier to know how successful you are. Instead of "I will get in shape," a better goal would be, "I will be able to walk a mile in 15 minutes."

Achievable. Achievable goals set you up for success because they're goals you can realistically accomplish. Improving your math grade one letter is achievable. Raising a grade from a D to an A probably isn't.

Relevant. Setting relevant goals ensures that you're working toward goals that are worthwhile. For example, learning a new computer program is a more worthwhile goal than beating a video game score.

Time-bound. Time-bound goals have a date they are to be accomplished. "Complete my science project by Friday" is more motivating than "Complete my science project."

Set your own SMART goals

Set an academic and a personal goal. For each goal check the boxes to show that it's Specific, Measurable, Achievable, Relevant, and Time-bound.

1. An academic goal: _____

☐ S ☐ M ☐ A ☐ R ☐ T

2. A personal goal: _____

☐ S ☐ M ☐ A ☐ R ☐ T

Name _____

Conflict Resolution

Conflict resolution is figuring out a solution to a disagreement. Conflicts can occur because of differences in personality, conflicting opinions, or merely a misunderstanding. How you deal with conflict is what's important.

So what should you do if you find yourself in a conflict? Here are some tips.

- ▶ **Communicate clearly.** State your point of view in a calm, clear voice. Let others talk, and listen carefully to what they have to say.
- ▶ **Watch your body language.** Stay relaxed, keep your hands at your sides, and your palms open. Avoid clenching your fists, crossing your arms, pointing, or putting your hands on your hips.
- ▶ **Stay calm.** If things start to get heated or loud, stop, take a deep breath, count to four, and exhale. You'll have a much better chance of resolving any conflict if you can remain calm.

How are you at resolving conflict?

Put a check mark next to each of the following that you've done, or been a part of.

- | | |
|---|--|
| ☐ argued with parents | ☐ fought with a boyfriend/girlfriend |
| ☐ disagreed with a teacher about a grade | ☐ had a disagreement in a group project |
| ☐ got into a fight with a sibling | ☐ had a problem with a bully |
| ☐ had an argument with a friend | ☐ involved in online drama and/or arguments |

How many did you check? _____ How many of them did you resolve well? _____

Write about a conflict you've had that ended well.

THINK ABOUT A MAJOR



Four-Year College Majors

Students who go to a 4-year college must choose one subject to study in depth. This is their major. Since you will take almost half of your courses in your major, it's very important to choose a major you're going to enjoy and do well in.

Most colleges have a broad range of majors from which students can choose. Some of the most popular majors are listed below. If you're thinking of attending a four-year college, circle any of the majors you might want to consider.

Accounting	Criminal justice	Geology	Mathematics	Public health
Architecture	Dance	German	Mechanical	Public relations
Art	Economics	History	engineering	Religion
Biology	Electrical	Information	Music education	Secondary education
Botany	engineering	sciences	Music performance	Sociology
Business	Elementary education	International	Nursing	Spanish
Chemistry	English	relations	Physical education	Special education
Civil engineering	Environmental	Journalism	Physics	Speech pathology
Communications	studies	Management	Political science	Sports management
Computer	Finance	Management infor-	Pre-law	Theatre
engineering	French	mation systems	Pre-med	Wildlife management
Computer science	Geography	Marketing	Psychology	Zoology



Two-Year College Programs

Community colleges provide affordable, career-oriented programs that enable students to begin their careers after two years of college or less.

Some of the most popular two-year college programs are listed below. If you're thinking of attending a two-year college, circle any of the programs you might want to consider.

Accounting	Engineering technology	Occupational therapy assistant
Architectural technology	Exercise science	Office information systems
Art	Fashion design	Paramedic
Aviation technology	Fire science technology	Physical therapy assistant
Automotive technology	Food service management	Radiologic technology
Business administration	Hospitality management	Respiratory therapy
Business management	Interior design	Social work
Computer information systems	Law enforcement	Surgical technology
Court reporting	Medical assistant technology	Theatre
Dental hygiene	Nursing	Veterinary technology
Early childhood education	Paralegal	Web design

Name _____

College Readiness Assessment - Life Skills

Going to college requires you to be prepared in all skill areas, including life skills. You can use this worksheet to identify both your strengths and areas that may need improvement.

For each question, rate your readiness on a scale of 1–5, placing the number in the box. A score of 1 means you do not have this skill (yet.) A score closer to 5 means you feel confident that you are prepared in this area.

Independent living

- ☐ You are prepared to live independently in an dorm or off-campus house or apartment.
- ☐ You have some basic cooking skills.
- ☐ You know how to do your own laundry.
- ☐ You understand the importance of keeping your space clean.
- ☐ You can shop for your own groceries and other necessities.
- ☐ You can take care of yourself when you're ill.
- ☐ You can manage your own physical, mental, and emotional health.

Financial literacy

- ☐ You know how to create a basic budget.
- ☐ You know what your fixed expenses are (expenses that are the same each month).
- ☐ You can estimate what you can afford to spend on food, entertainment, and clothing each month.
- ☐ You know what the FAFSA is and why you should file it each year.
- ☐ You pay your bills on time each month.
- ☐ You can manage your own bank account.

Personal safety

- ☐ You understand the risks of drinking and drug use.
- ☐ You have some basic self-defense skills.
- ☐ You have good refusal skills.
- ☐ You typically make good decisions.
- ☐ You do not give in easily to peer pressure.

Name _____

College Readiness Assessment - Academic Skills

Going to college requires you to be prepared in all skill areas, including academic skills. You can use this worksheet to identify both your strengths and areas that may need improvement.

For each question, rate your readiness on a scale of 1–5, placing the number in the box. A score of 1 means you do not have this skill (yet.) A score closer to 5 means you feel confident that you are prepared in this area.

Academic preparedness

- ☐ You feel confident in your academic abilities and knowledge in the subjects you will be studying in college.
- ☐ You have taken challenging courses in high school to prepare for college-level work.
- ☐ You meet the academic requirements for admission to the colleges you are interested in.
- ☐ You have taken earned college credit through advanced placement (AP) or dual enrollment programs.

Study skills

- ☐ You have effective study skills, such as notetaking and test-taking strategies.
- ☐ You have developed good study habits, such as setting aside regular study time and seeking help when needed.
- ☐ You are willing to take advantage of resources, such as tutoring or study groups, to improve your study skills.

Time-management skills

- ☐ You are able to manage your time effectively, such as balancing academics, extracurricular activities, work, and social life.
- ☐ You have developed good time-management habits, such as prioritizing tasks and avoiding procrastination.
- ☐ You are able to adapt to changing schedules and handle unexpected events or emergencies.

Goal-setting skills

- ☐ You have set realistic academic, personal, and career goals for yourself.
- ☐ You have developed a plan to achieve these goals.
- ☐ You are willing to seek help and guidance when needed to achieve your goals.