

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## MODULE 35

### Establish short-term goals.

#### Objectives:

- A. Set goals clearly in mind.**
- B. List short-term goals.**

<b>MODULE 35: INFORMATION SHEET</b>
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*TO THE STUDENT:* Read and study this information sheet and then complete the student activities at the end of this module.

#### **What is a goal?**

A wish is simply a desire or a dream while a goal is the end to which effort is directed. Sometimes people confuse their goals with their wishes. A wish can become a goal if a person actively works toward reaching it. By having your goals clearly in mind, you can decide how important each is to you. When you do this, you are prioritizing your goals.

Some students feel they cannot control the shape of their future. Others feel the future is all a matter of chance. Through effort and determination, a student can control what is going to happen, when it will happen, and how it will happen.

Short-term goals are of various types: work, non-work, personal relationships and learning. Trying to achieve one goal might help or hinder reaching another.

By thinking about what you would enjoy about reaching your goals, you can make decisions and write down lists of goals. Finally, you can rate your goals in order of importance to you and begin to develop strategies to reach them. For example:

**Goal:** Improve my English grade this marking period.

**Strategies:** Make a study plan and do all homework.  
Get a study partner.  
Check with my English teacher every two weeks to see how I'm doing.

**MODULE 35: STUDENT ACTIVITIES**

*TO THE STUDENT:* After reading the Information Sheet above, complete the following questions.

**Activity 1: Use the word bank below to complete the statements.**

chance	learning	importance	regular reviews	help
goal	prioritize	controlling	compare	

1. In order to achieve what they want in the future, students should begin to \_\_\_\_\_ their goals.
2. A \_\_\_\_\_ is the end to which effort is directed.
3. By setting goals, we take an important step in \_\_\_\_\_ our future.
4. Goals should be listed for work, \_\_\_\_\_, personal and non-work (leisure) areas.
5. To prioritize your goals means to list them in their order of \_\_\_\_\_ in your lives.
6. By writing down your goals, you will be able to \_\_\_\_\_ them so you can be aware of conflicts between them.
7. Determination to reach short-term goals requires \_\_\_\_\_ of the progress made toward them.
8. To gamble on reaching your goals is to leave your future to \_\_\_\_\_.
9. Working toward one goal might actually \_\_\_\_\_ you to reach another.

**Activity 2: Fill in five of your short-term goals in each section.****A. Work Goals**

Think about what specific kind of work you want to do within your field or company. What level of that kind of work do you want to do? With whom do you want to work with?

- 1.
- 2.
- 3.
- 4.
- 5.

**B. Personal Relationship Goals**

Think about what kind of relationships you want to have with friends or family.

- 1.
- 2.
- 3.
- 4.
- 5.

**C. Non-Work Goals**

What leisure activities and level of skills do you want?

- 1.
- 2.
- 3.
- 4.
- 5.

**D. Learning Goals**

What grades do you want to improve? What new skills do you want to learn?

- 1.
- 2.
- 3.
- 4.
- 5.

**Now, rate your short-term goals. List the five most important starting with number one as the most important, number two next, etc.**

- 1.
- 2.
- 3.
- 4.
- 5.

**MODULE 35: STANDARDS ADDRESSED IN THIS MODULE****Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**Secretary's Commission on Achieving Necessary Skills (SCANS)****PERSONAL QUALITIES**

**Responsibility:** Exerts a high level of effort and perseverance toward goal attainment. Works hard to become excellent at doing tasks. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism.

**Self-Management:** Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; self-starter.