Activities/ Resources for Outcomes

Activities/ Resources for Outcome #1

Transition Contract

I, _____ **do agree to complete the**

           Student's Name

following steps to transition to postsecondary:

_____ Complete the college application.

_____ Submit the college application to the appropriate campus office.

_____ Make an appointment with Financial Aid or the Educational Opportunity
           Center.

_____ Fill out a FAFSA form.

_____ Submit the FAFSA form.

_____ Make an appointment with the Assessment Center to take the COMPASS
           Test.

_____ Participate in the COMPASS Test Preparation Workshop.

_____ Take an online COMPASS Practice Test.

_____ Take the COMPASS Test.

_____ Make an appointment with the transition counselor and meet to discuss the
           COMPASS results.

_____ Make an appointment with a college advisor and meet to develop a
           schedule.

_____ Make an appointment with the transition counselor and meet to have
           schedule approved.

_____ Make an appointment with the transition counselor and meet to learn of
           college services and available support services.

_____ Participate in the College Orientation to become acquainted with college
           policies and procedures, campus activities, and faculty expectations.

_____ Make an appointment with the transition counselor and meet to revisit the
           transition contract.

_____ Schedule and maintain regular appointments with the transition counselor
           to receive ongoing support.

_____   _____/_____/_____

             Student Signature   **Date**

_____   _____/_____/_____

       Transition Counselor Signature   **Date**

Goal Setting

A **goal** is what you achieve when you work toward something you want. Goals can be **long-term**—for example, getting a good job, having a great family or living in a nice house. Or, goals can be **short-term**—for example, what you want to do this weekend.

Goal setting involves knowing what you want and designing a plan to get it. Goal achievement, as you can imagine, can be challenging. For example, it may be easy to set a goal such as, "I'd like a family with two kids and a great job that I'll enjoy." To accomplish this goal involves hard work, good planning, and careful decision making.

Goal achievement is also challenging. You may be able to put your goal in writing, list the tasks, and put a plan in place. The challenge is to stay focused and be persistent.

Introduction to SMART goals

To optimize the chance of achieving a goal it needs to be **Specific, Measurable, Achievable, Relevant** and **Timely**. (**S-M-A-R-T)** This acronym—**SMART**—can help you remember these five components when setting goals.

Specific
Goals should be straightforward and emphasize what you want to happen.

Being specific helps us **focus our efforts** and **clearly define what we are going to do**. **Specific** is the What, Why, and How of the **SMART** model.

> ***WHAT*** am I going to do? (Use action words such as: *direct, organize, coordinate, lead, develop, plan, build, etc.)*
> ***WHY*** is it important for me to do at this time? What do I want to ultimately accomplish?
> ***HOW*** am I going to do it? (I *am going to do this by...*)

Ensure that your goals are very **specific and clear.** Instead of setting a general goal to lose weight or be healthier, set a **specific goal** to run three times a week, eat three healthy meals a day, and lift weights twice a week. A **specific goal** is both **effective and efficient**.

Measurable
If you can't measure it, you can't manage it.

Choose a goal with measurable progress, **so you can see the change occur**. How will you know when you reach your goal? Be specific! *"I want to read three Harry Potter books before my birthday"* shows the specific target to be measured. *"I want to read more"* is a general statement and not as measurable.

Establish concrete criteria for measuring progress toward the attainment of each goal you set. Also, when a goal is measurable, you can break it down into smaller sub-goals. In this way, you can transform a seemingly large goal into smaller, easily attainable ones.

Achievable
This is not a synonym for "easy."

Achievable, in this case, means **"do-able."** Although you may start with the best of intentions, the knowledge that it's too much for you means your subconscious will keep reminding you of this fact and can even stop you from giving it your best.

A goal needs to stretch you slightly so you feel you can do it, and it needs a real commitment from you. For instance, if you aim to lose 20 lbs in one week, that is neither a realistic nor an achievable goal. However, setting a goal to lose one pound and then, when you've achieved that, aiming to lose another pound, will keep it realistic and achievable for you.

Set the bar high enough for a satisfying achievement!

Relevant
YOU should set your goal, not someone else!

You know your strengths and weaknesses the best. When you set your goal, be sure that the desired outcome is something that <u>you</u> can affect and control. That way, the responsibility lies within you, and not with outside forces. Too often, people hope for outcomes that they themselves cannot achieve, leaving them frustrated and disappointed.

If you can see how a goal can impact your life, you'll be motivated to achieve it. When you set goals that are most important to you, you begin to figure out ways you can make them come true. You develop the **attitudes, abilities, skills, and financial capacity** to reach them. You begin seeing previously overlooked **opportunities** to bring yourself closer to the achievement of your goals.

Timely
Set a timeframe for the goal.

Will you reach your goal next week, in three months, by next year? Putting an end point on your goal gives you a **clear target date.**

If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a **time limit**, there's no urgency to start **taking action** now.

Here are some examples of goals that follow the SMART formula:

Goal: Reduce my use of over-the-counter pain medications
When I want to achieve it: 2 weeks
How I'm going to do it:
- Plan my day to include exercise
- Pace myself at work and take frequent breaks
- Use relaxation techniques

How I'm going to measure it:
- Each day, record in my journal the medication I took and how much

Goal: Exercise 40 minutes each day
When I want to achieve it: 4 weeks
How I'm going to do it:
- Stretch and do strengthening exercises 15 minutes in the morning
- Walk 10 minutes during my lunch hour
- Bicycle 15 minutes in the evening

How I'm going to measure it:
- Record in my journal when I exercised and for how long

Failure and Success in Meeting a Goal
- If you fail to meet a goal, analyze what went wrong.
- Did you not follow the plan? Or, was the goal unrealistic?
- Take action to improve performance or analyze the goal and set a realistic goal.
- Reward yourself when you achieve a goal. Take pleasure in the progress you are making toward your lifetime goals.
- Set new goals to keep you moving forward.
- Analyze your success. If the goal was easily achieved, make your next goal harder. If the goal took a long time to achieve, make your next goal easier.

Remember, goals tend to change as you mature. Review and revise future goals to reflect growth in your personality.

"Great minds must be ready not only to take opportunities, but to make them." --Colton

This worksheet is designed to help you set *long-term* **goals**. To be effective, the goal you choose needs to include the following steps:

Identify your long-term goal.

_____

_____

Set a deadline to achieve your goal. DATE: _____

What obstacles may block your progress?

_____

_____

What information, skills, or knowledge do you need?

_____

_____

Identify the resources and assistance you need to reach your goal (people, groups, financial aid, technology, etc.).

_____

_____

_____

What are the benefits of achieving your goal?

_____

_____

Write down one of your **long-term goals.**

_____

_____

*List the **short-term goals** you need in order to achieve your long-term goal.*

Short-Term Goal Number 1

_____

Date Started _____**Date Competed** _____

Steps
(What will I do to achieve my goal?)

Obstacles
(Things that might keep me from achieving my goal.)

_____

_____

_____

_____

How I am going to measure it _____

_____

Short-Term Goal Number 2

_____

Date Started _____**Date Competed** _____

Steps
(What will I do to achieve my goal?)

Obstacles
(Things that might keep me from achieving my goal.)

_____

_____

_____

_____

How I am going to measure it _____

_____

Use the following strategy for developing a goal-setting project.

Start with a piece of paper and a pencil. Goals in writing have a stronger chance of achievement. A personal goal statement might look like this: "I will get an interesting part-time job this summer that pays at least $8 per hour." The more specific you make the goal, the easier it is to stay focused on the outcome.

Make a list of all the tasks you need to do in order to accomplish this goal.
In this example, you might write the following:
- Check with the school's work-study department.
- List 10 places you would like to work and find out the manager's name of each.
- Design a short résumé and get all the information that you need to fill out the application.
- Talk to friends and their parents for advice and recommendations.
- Once you have the list, put the tasks in priority—in what order should you do the tasks?

Put your action plan in place.
Move from the planning phase to the doing phase. For example, write your résumé and have someone check it. Finalize your design and print 20 copies. Now you're ready to talk with people about a job.

After you have accomplished several action steps, determine whether the plan is working.
You may have found new information that changes your plan. For example, you discover that a company doing work related to your career objective is looking for an unpaid intern. The experience would be extraordinary. You redirect your goal and try to get the internship. Goals can change or be modified when you gain better information.

Realize that some goals may not be achievable.
Goal setting means you give it your best effort. Everybody has goals that they may not achieve. Don't be disappointed. In fact, if you always achieve your goals, you may not be setting them high enough. Learn from your experience and move on. Life has many opportunities as well as disappointments. The important part is that you tried.