

Setting Goals: Start Small

Goal setting doesn't have to be overwhelming. And it also doesn't have to be for something far in the future. Using the following time lines below, write down your goals. They can be personal, school, work or family goals. For example, a personal goal may be to eat more healthy. A family goal may be to call your grandparents every other week.

Some goals are achievable in a short period of time. Others may take weeks, months or even years. True goal setting is not a task that can be accomplished in a few minutes. It takes time to reflect on your needs and wants. Goals also can change over time.

Review the *Goal Chart* below. Fill in your goals the best that you can. Hold on to this chart and review your goals on a regular basis. Update it and make changes as you accomplish short term goals and set new ones.

	PERSONAL	SCHOOL	WORK	FAMILY
Goal for Next Week				
Goal for Next Month				
Goal for Next Year				
Goal in 5 Years				
Goal in 10 Years				

You Want to Know My Dislikes?

We're not usually asked about the things we dislike, but believe it or not, your dislikes are just as important for you to understand as are your likes.

People who are not happy with the activities they perform while on the job are often very dissatisfied with their lives. Because we spend so much time at work, it is important to feel good about what we are doing in our jobs.

DIRECTIONS: This appears to be a very easy assignment, but that isn't necessarily the case. List the activities that you don't enjoy. It can be everything from talking on the telephone to driving in traffic. Think about everyday activities, in addition to typical responsibilities and work tasks. Take your time. You might even start it, put it aside for a while and come back to it later.

A LIST OF MY DISLIKES:

1.

2.

3.

4.

5.

6.

7.

8.

Work Values

In addition to tasks performed at work, we also need to think about the many other features the working world has to offer. Some of these features are things we enjoy and want to experience. Others are not.

Below is a list of different characteristics about a job or workplace. These are what are sometimes referred to as “work values”. Circle the characteristics you think you would enjoy about a job. If you feel neutral about a characteristic, go ahead and circle it, too. These are some things you will want to consider when you are job hunting.

Working. . .

outdoors

indoors

with children

with people

alone

with machinery

with my hands

with numbers

with the public, such as
a retail store environment

with plants

with animals

with or have windows in
my workspace

While working, I'd like to. . .

travel a lot

talk on the telephone

help people

teach people

learn new things all the time

perform routine tasks

have little pressure or stress

work in a big city

make a lot of money

have flexible hours

meet new people regularly

work from home

work evenings

Education, Training and Work

The job you are qualified for today is different than the job you will be qualified for after you have more education and training. Complete the information below.

The jobs I am currently qualified for are:

My dream career(s) are:

My current education plans for the future are:

My current plans for training in a career are:

After I complete my educational and training plans, I should be qualified for the following jobs:

Do your dream careers match the jobs you will be qualified for when you have completed your education and training? If not, what can you do to be able to have your dream career?