



**THE GOAL-SETTING PROCESS**  
**STEP 1 – Thinking About Goals**

Name \_\_\_\_\_ Date \_\_\_\_\_

Academic and career goal(s) I want to work on. (Place a checkmark in one or two of the boxes below.)

Improve my reading, writing, math, or other basic skills	Get a Job (for people who do not have a job)	Keep my job or get a better job
Improve my English skills (for speakers of other languages)	Obtain a High School Equivalency diploma (HSE)	Enter College or Technology Center
Other:	Other:	Other:

Are there any other goals you would like to accomplish? (Write your thoughts in the appropriate boxes below.)

<b>Work</b>	<b>Family</b>
<b>Community – Citizen</b>	<b>Self-fulfillment</b>

**THE GOAL-SETTING PROCESS**  
**STEP 2 – A *Personal Action Plan* For Reaching Your Goals**

<b>Goal(s) I will focus on</b> (List no more than two goals.)	<b>Skills I need to reach this goal</b>	<b>Resources I will use to reach this goal</b>	<b>When I plan to reach this goal</b>	<b>How I will measure my progress</b>	<b>How I will celebrate goal achievement</b>
1.					
2.					

## **OK CareerGuide Results**

Top Career Interests/Pathways

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Top Skills Confidence

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Top Work Values

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Career Exploration**

(Use OK CareerGuide and research one job that matches the results above)

Job Title: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

What are the job duties and responsibilities?

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What skills would you need to develop for this job?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I could develop these skills by doing:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What training/education is required for this job?

1. \_\_\_\_\_
2. \_\_\_\_\_

Where and how would you get training/education?

1. \_\_\_\_\_
2. \_\_\_\_\_

## **Job/Career Goals**

(Spend time thinking about your current career path or for a job listed above. What steps do you need to take to move forward?)

Short Term Goal (3 - 9 months):

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Medium Term Goal (9 months - 2 years):

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Long Term Goal (2 - 5 years):

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## Follow-Up on Student Progress and Goals

1<sup>st</sup> follow-up:

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Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

2<sup>nd</sup> follow-up:

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Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

3<sup>rd</sup> follow-up:

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Date: \_\_\_\_\_ Teacher: \_\_\_\_\_