

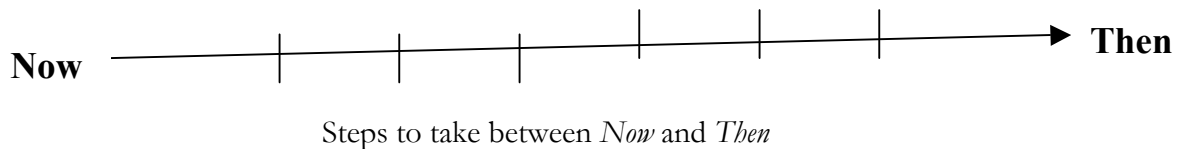


## SETTING SHORT-TERM GOALS

Goals are simply things you wish to accomplish. You might have a goal to live in the mid-west by age 20. In order for this to happen, you'll have to do some footwork:

- save money to move
- find a place to live
- figure out transportation to get there
- determine exactly where you're going
- figure out what you'll do when you get there.

The clearer you are about your goal, the more clear you can be in the steps it takes to get there. The steps in between become goals in and of themselves. At the same time, goals are not static. They're not cast in stone; they're simply motivators to keep you moving in a path towards the place you want to be. *They can change*; you might have some great opportunity to travel in Africa for a year just before you're planning to leave for the mid-west. So perhaps you won't make it to the there until age 22.



The function of setting goals is to identify steps to take between now and when the goal will be met.



In addition to figuring out the steps to take to get to your goal, you also need to a timeline for when these steps will be completed.

### EXAMPLE #1

Let's assume you know you want to be a lifeguard. Let's look at some steps needed to become a lifeguard?

<b>GOAL:</b> <i>To become lifeguard certified</i>	<b>DUE</b>	<b>DONE</b>
1. <u>Network!!</u> Talk to people about this idea. ( <i>They can help you figure out the steps if you don't know where to start.</i> )	This Friday	
2. Call the YMCA to find out if they offer classes, find out when and how much it costs.	Next Monday	
3. Sign up for the course		
4. Show up and do <i>all</i> the work to the best of your ability		
5. Do well on the test.		

### EXAMPLE #2

Now let's assume that you also want to get a job. Here's an example of steps you might take in finding a job.

<b>Goal:</b> <i>Get a job</i>	<b>DUE</b>	<b>DONE</b>
1 <i>Identify potential contacts for networking by completing networking worksheet on fhyouth website.</i>	Today	√
2 <i>tell contacts you're looking for a job Call: _____ aunt _____ Ms. James _____ Mr. Green</i>	By Friday	√
3 <i>Write resume</i>	Next Friday	√
4 <i>Search newspapers (✓ days as you've done it, so you can track your success) ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____ Sat ____ Sun</i>	everyday	
5 <i>Visit Career Center</i>	Next weds.	
6 <i>Submit Application to (for example) ____ CVS ____ Hardware Store ____ Doctors Office ____ Veterinary clinic</i>		
7 <i>Follow up phone call to each after a few days ____ CVS ____ Hardware Store ____ Doctors Office ____ Veterinary clinic</i>		
8 <i>Show up for interview at ____ Hardware Store on 1/5 at 3:30 ____ Doctors Office on 1/6 at 4:00 ____ Veterinary clinic on 1/6 at 5:00</i>		
8		
10		
11		

## GOALS AND STEPS Worksheet

Use this worksheet to determine the steps for one goal.  
Use one worksheet per goal.

<b>GOAL:</b>		<b>DUE</b>	<b>DONE</b>
1			
2			
3			
4			
5			
6			
7			
8			
8			
10			
11			
12			
13			
14			