SMART GOAL SETTING

**One-Week Goal**

Scoring

 /10 Goal and Plan

 /10 Daily Progress sheet

 /20 Reflection (score base on answers, not completion. Put some thought into them)

 /10 Guardian signature (at end of Reflection)

 /50 TOTAL

**Specific and Clear**

* What exactly should be improved or met?

**Measurable**

* How will it be measured

**Attainable**

* Is it feasible?
* Do you have control/influence over it?

**Relevant**

* Is the goal relevant to you here and now?

**Timely**

* Set a due date and smaller milestones/due dates

GOAL AND PLAN

Write down a SMART goal that you can accomplish in 7 DAYS

Teacher approval

**WHO** is going to help you with your goal?

**WHEN** are you going to work on your goal? (What days, times, how long, etc…Be specific)

**WHERE** will you work on your goal?

**WHAT** will **improve** (get better) by the end of the week?

**HOW** will you **remember** to work on your goal? (eg. set an alarm, write in planner, etc.)

**HOW** will you know you have **reached** your goal?

ONE-WEEK GOAL DAILY PROGRESS SHEET

Use this sheet to record your daily progress by keeping a daily list of what you DID to reach the goal. Write “nothing scheduled” if you are not supposed to work on your goal that day. Since this is a week long goal, you should be working on it *most* days.

My one-week goal is:

|  |  |  |
| --- | --- | --- |
| DAY | DATE | WHAT I DID TO REACH MY GOAL |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

REFLECTION

*Your grade here is based on the* ***thoughtfulness*** *of your answers, NOT whether or not you reached your goal!*

Did you reach your goal? (Circle ONE)

YES NO

Why didn’t you reach your goal?

What do you need to change in order to reach your goal?

What helped you reach your goal?

How can you continue improving after the week is done?

List the people who benefited from your goal and how it benefited them

|  |  |
| --- | --- |
| People | How they benefited |
|  |  |

Was this a realistic goal for you to reach in 7 days?

YES NO

Why not?

Why?

What did you learn about yourself while working on this goal?

What is your most important goal for the future?

What is one thing you have learned about setting goals?

*“It must be borne in mind that the tragedy of life doesn’t lie in not reaching your goal. The tragedy lies in having no goal to reach. It isn’t a calamity to die with dreams unfulfilled, but it is a calamity not to dream. It is not a disgrace not to reach the stars, but it is a disgrace to have no stars to reach for. Not failure, but low aim, is a sin.”*

*~Benjamin E. Mays*

PARENT/GUARDIAN SIGNATURE