

Personal Questionnaire for Lesson 11 – Setting Your Goals

Student: _____ Date: _____

For each item below, write your response in the space provided. There are no incorrect answers. Complete each item to the best of your ability and write as much as you need to write. Additional space for each item is provided on the back page.

- 1. Discuss the guidelines presented in the lesson for effective goal setting. What should you do to set quality goals; what are the characteristics of quality goals?

- 2. Explain the difference between long-term goals, short-term goals, and objectives, as discussed in the lesson. Give an example of a long-term goal you have, and two short-term goals that support your long-term goal.

- 3. From above, select one of your short-term goals and list the objectives you need to complete to finish that short-term goal. Identify one of these objectives you could work on today or tomorrow.

Personal Questionnaire for Lesson 11 – Setting Your Goals

...1.

...2.

...3.

Personal Questionnaire Rubric for Lesson 11 – Setting Goals

Student: _____ Date: _____

Evaluator or Teacher: _____

Please rate how well the student answers each item. Circle the appropriate number, from 0 to 10, to give your subjective rating of the student's written response. Use the example answers and suggestions provided to guide your evaluation.

1. Discuss the guidelines presented in the lesson for effective goal setting. What should you do to set quality goals; what are the characteristics of quality goals?

0 1 2 3 4 5 6 7 8 9 10

Your goals should reflect your true priorities – something you have identified that you really want. If they do not, then you won't be fully committed to accomplishing them.

Make sure your goal statements are clear. Others who read your goal statements should be able to tell exactly what you plan to accomplish. If your goals are not clear, it will be harder to figure out what you need to do to on a daily basis to get where you want to be.

Make sure your goals are achievable for you. In other words, your goals should be realistic. That does not mean that you should not set lofty or high goals. If a long-term goal is realistic, you should be able to see how you will accomplish it from its related lists of short-term goals and objectives.

Make sure your goals are balanced. Your goals should represent all of your priorities and responsibilities. Your goals should also be reflective of all of your roles in life (friend, parent, brother, co-worker).

Long-term goals should be developed into a comprehensive list of related short-term goals. These serve as steps toward achieving the long-term goal. In the same way, short-term goals have a list of objectives or activities that need to be completed to accomplish each short-term goal.

2. Explain the difference between long-term goals, short-term goals, and objectives, as discussed in the lesson. Give an example of a long-term goal you have, and two short-term goals that support your long-term goal.

0 1 2 3 4 5 6 7 8 9 10

A long-term goal is a specific statement of something you want to achieve over several months or even several years; for example, "Obtain an associate degree in Electronics Technology." Long-term goals are made up of multiple short-term goals.

A short-term goal is a specific statement of something you want to achieve in a short-time such as a week, month, or a few months; for example, "Make at least a B on the next test." Each short-term goal consists of a series of related short-term objectives.

Personal Questionnaire Rubric for Lesson 11 – Setting Goals

Objectives are “day-to-day” tasks that need to be completed to achieve short-term goals on the way to a long-term goal. Objectives can be thought of as “very short-term goals.”

Students should identify a personal long-term goal and two related short-term goals.

3. From above, select one of your short-term goals and list the objectives you need to complete to finish that short-term goal. Identify one of these objectives you could work on today or tomorrow.

0 1 2 3 4 5 6 7 8 9 10

Students should select one of the short-term goals identified above and list all the objectives that will help them complete that short-term goal. In addition, students should identify one of these objectives they could work on immediately.