



**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.)

Work	Family
Community – Citizen	Self-fulfillment

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

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

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):

Medium Term Goal (9 months - 2 years):

Long Term Goal (2 - 5 years):

Follow-Up on Student Progress and Goals

1st follow-up:

Date: _____ Teacher: _____

2nd follow-up:

Date: _____ Teacher: _____

3rd follow-up:

Date: _____ Teacher: _____