



Enhanced Learning
Educational Services
"the study skills specialist"

Goal Setting Worksheets

for Middle School Students

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Enhanced Learning Educational Services

"the study skills specialist"

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Enhanced Learning Educational Services Profile

Our Organisation:

Enhanced Learning Educational Services (ELES) is the leading provider of study skills resources in Australia. Since 2001 over 500,000 students across Australia have benefited from our study skills worksheets and workbooks. An Australian business based in Sydney, our clients extend throughout Australia and to international schools overseas. We are committed to helping all students improve their ability to learn and study by providing study skills seminars and resources on the topics students need.

Our Mission:

To provide a worthwhile and effective service to teachers, students and parents, enhancing students' learning skills and abilities through dynamic programs, resources and strategies to unlock the power of the mind and enable greater success at school and in life.

Our Commitment:

As part of ELES' commitment to education, 5% of all gross income is donated to charities that help and assist children.

Our Staff:

The majority of our resources are created by Prue Salter (B.A., B.Math., Dip.Ed., M.Acc., M.Ed.), founder and director of ELES. Prue has over 20 years' experience in the Education Industry in Australia. With a strong background in teaching and pastoral care, Prue was frustrated by the absence of high quality resources available to help students develop and maintain effective study skills. A committed scholar, passionate about learning, Prue combined her natural organisational and time management abilities with her research in how students learn to develop a series of resource kits designed to address the gaps and to present them in a format that is entertaining, as well as simple and effective.

For further information about ELES or our products or contact details:

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Record of Completion

Date Completed	No.	Worksheet Title
	1	Why Set Goals?
	2	Types of Goals
	3	Rules for Good Goal Setting
	4	Using Your Goals
	5	Checking-in With Your Goals
	6	The Importance of Attitude
	7	Building Resilience
	8	Achieving vs Failing Goals
	9	Advanced Goal Setting
	10	Looking Ahead

SAMPLE

1. Why Set Goals?



First Thoughts:

In 20 words or less, write down the first reason that comes to your mind of why someone might want to set a goal:

*Read the following and **HIGHLIGHT** or UNDERLINE the most important points.*

Have you ever been on a boat or ferry? Imagine you boarded a boat and were suddenly told that you were now the captain. You had no idea where the boat was supposed to go and no idea in which direction to even start moving. In order to get the boat moving, you need to make a decision about where you want to go. If you have no destination in mind and you just float around aimlessly, you could end up anywhere!

So if you WERE in charge of a big boat, what would be the top 3 places you would want to go?

- 1.
- 2.
- 3.

Goal setting has lots of similarities to the boat analogy. If you do not think about what you might like to achieve, if you have no direction or focus for your energies, it becomes a matter of luck as to where you end up in life and what you achieve along the way. So some reasons as to why you might consider setting goals:

- setting goals gets you to think about possibilities
- goals give you a direction to work towards
- goals give you a clear picture of where you want to go
- goals help you to push yourself just that little bit more
- goals help you have a more fun and fulfilled life
- goals can give you motivation and focus
- setting goals helps you do all the things you want to do in life!

Research has shown that people who set goals (and use them effectively) not only perform better, but suffer from less stress and anxiety and are happier and more satisfied with life. You have probably set many goals already without even realising it – not every goal has to be written down but it certainly helps you to stay on track if you do write it out.

Remember, if you don't set goals you'll find that life just sort of 'happens' to you rather than you actually deciding what you want out of life then making what you really want happen!

So get in the driver's seat of your life and take control with goals.

*In your own words, write down the 3 most important points
or the 3 points most relevant to you from the previous page.*

1.....

2.....

3.....

Now take the quiz below then see (on the next page) what your score means.

➤ When you go to bed at night, do you ever think about the things you'd like to do the next day?	YES / NO
➤ When you wake up in the morning, do you ever think about all the things you'd like to do that day?	YES / NO
➤ Do you ever write lists of things you need to do or things you want to remember?	YES / NO
➤ Have you ever thought about something you wanted to do and then tried to work out how to make it happen?	YES / NO
➤ Do you find it easier to do something or learn something if you are clear what the end point will be?	YES / NO
➤ Do you find you work harder when you are doing something you are interested in or enjoy?	YES / NO
➤ Do you feel better when you know exactly what you are supposed to be doing?	YES / NO
➤ Do you feel less stressed when you know you are doing the things you should be doing?	YES / NO
➤ Have you ever set yourself a 'goal' to achieve either at school or in your personal life?	YES / NO
➤ Have you ever done something that you found hard or challenging but you persisted because you wanted to make it to the end?	YES / NO
The number of times you circled YES was:	

If you had 'YES' 5 or more times

You already have a good natural understanding of why we need to set goals. Without even realising it, you are already automatically goal setting at different times in your life.

If you had 'YES' less than 5 times

You haven't spent too much time setting goals so it will be an exciting experience for you to try it and see how powerful it really is!



GOAL SETTING ACTIVITY

Let's set some goals for school for this year.

Which subject(s) would you really like to try and improve in this year and why?

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How much would you like to improve your results by? Choose a mark or a percentage increase but pick some sort of specific target to aim for.

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.....

What could you do this year to improve in this subject? Some examples might be: listening much more in class, staying on task in the lesson, doing all the homework every night, keeping a list of questions to ask your teacher, getting extra help from a friend or your family.

- a)
- b)
- c)
- d)
- e)

“Without goals, and plans to reach them, you are like a ship that has set sail with no destination.”

Fitzhugh Dodson

To illustrate or explain the quotation above, either draw a picture or cartoon or write a short story or a poem that expands upon or shows the ideas in the quotation.

SAMPLE

2. Types of Goals



First Thoughts:

In 20 words or less, write down why you think there might be different types of goals.

Read the following and **HIGHLIGHT** or UNDERLINE the most important points.

Think about tomorrow. Is there anything you are looking forward to or anything specific you would like to do tomorrow? What about next week? Next month? How about in 3 years' time? You'll notice that the types of things you think about for each of these questions really change when the length of time changes.

So what **ARE** you looking forward to doing or achieving tomorrow?

- 1.
- 2.
- 3.

There are lots of different types of goals, but one of the most common ways of categorising goals is to break them down into short-term, medium-term and long-term goals.

- **Short-term goals** are things you want to do today, tomorrow or within the next few weeks and sometimes months.
- **Medium-term goals** are things you want to achieve in the next few months or sometime even within the next year.
- **Long-term goals** are things you want to do later on in life, whether it is next year, 10 years' time or even longer.

There is no hard and fast rule to define these different types of goals. A good way to think of them is that short-term means soon, medium-term means a bit later and long-term means much later.

Often these different goals are linked. You might start off with a long-term goal of something you want to achieve when you are older. For example, you might want to be a famous soccer star! Or a singer. Or a writer. Or own a boat. Or make a difference in the world. It could be anything. Once you have the long-term goal you then think about how you are going to make this happen. For example, for the soccer star it might mean then setting some medium-term goals of playing with your local soccer team or getting into the representative squad. The short-term goals to make this happen might be to buy some soccer boots then to practise for an hour every day.

The short-term goals are what you need to do to achieve the medium-term goals which are what you need to do to achieve the long-term goals.

*In your own words, write down the 3 most important points
or the 3 points most relevant to you from the previous page.*

1.....

2.....

3.....

Now take the quiz below then see (on the next page) what your score means.

Do you prefer to:

- a) plan activities with your friends well in advance or
- b) would you rather just arrange things on the spur of the moment?

Do you prefer to:

- a) buy Christmas and birthday presents at least a few weeks before or
- b) do you tend to buy your presents at the last minute?

Do you prefer to:

- a) look ahead to the school holidays and think about how to spend the holidays or
- b) do you just wake up each morning and decide that day what you will do?

Do you prefer to:

- a) make decisions straight away as soon as you have to or
- b) put off your decisions to the last possible minute?

Do you prefer to:

- a) talk about what you and your friends will do when you meet up or
- b) just meet up and then see what happens?

Do you prefer to:

- a) think about the things that are coming up in the next few weeks or
- b) just focus on what is happening that day?

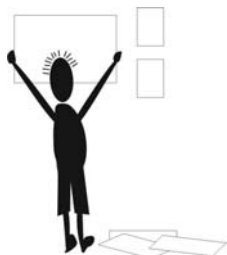
The number of 'a's you circled _____ The number of 'b's you circled _____

If you had mostly 'a's

You probably feel more comfortable with long-term goals as you like to plan in advance. But you need to make sure you don't spend too much time looking too far ahead and not enough time focusing on the short-term goals.

If you had mostly 'b's

You are probably more of a short-term goal person as you really like to not worry too much about the future. This is a great way to be but every now and then we need to stop and spend some time planning for the future too.



GOAL SETTING ACTIVITY

Let's set some of each of the types of goals.

Short-Term Goals: Set a goal relating to each category.

What would you like to achieve or do over the next week?

FAMILY

FRIENDS

SCHOOL

OTHER

Medium-Term Goals: Set a goal relating to each category.

What would you like to achieve or do over the next 3-4 months?

FAMILY

FRIENDS

SCHOOL

OTHER

Long-Term Goals: Set a goal relating to each category.

What would you like to achieve or do over the next year?

FAMILY

FRIENDS

SCHOOL

OTHER

**“In life, as in football, you won't go far unless
you know where the goalposts are.”**

Arnold H. Glasgow

To illustrate or explain the quotation above, either draw a picture or cartoon or write a short story or a poem that expands upon or shows the ideas in the quotation.

SAMPLE

3. Rules for Good Goal Setting



First Thoughts:

In 20 words or less, write down why you think there needs to be rules for good goal setting.

*Read the following and **HIGHLIGHT** or UNDERLINE the most important points.*

If you bake a cake, you have to follow the recipe if you want it to turn out right. If you assemble a bookcase, you need to follow the instructions to be sure it will support all your books properly and not fall apart. If you want to set good goals, you need to make sure they are SMARTIES.

So speaking of SMARTIES, what are your top 3 favourite lollies or chocolates?

- 1.
- 2.
- 3.

When we talk about SMARTIES with goal setting though, we mean something totally different. SMARTIES is an acronym; this means that each letter stands for something to do with rules for goal setting.

- **S**pecific – make them detailed and as specific as possible
- **M**easurable – make sure you are able to measure whether you reach the goal
- **A**s if now – write your goals in the present, as though you had already achieved them
- **R**ealistic – stretch yourself but don't set goals that are impossible to reach
- **T**imebound – put a timeframe on when you'd like to achieve the goals by
- **I**nteresting – make your goals about things that you find interesting and worthwhile
- **E**motional – use powerful language to express the emotion behind the goals
- **S**uccess oriented – express your goals in a positive and success focused way

Don't worry if you don't totally understand each of these yet, we will look at them in more detail later. Think about a goal you may have set in the last year – something you wanted to do or achieve. Which of the SMARTIES rules did your goal stick to?

Each of these rules is important for a reason. Each of the rules helps you to increase the chances of achieving your goals. For example, if there is no way to measure whether or not you have achieved your goal, how will you know when you have hit your target?

It is through many years of research and experimentation that the SMARTIES principles have been developed so it makes sense to benefit from the work done in the past.

*In your own words, write down the 3 most important points
or the 3 points most relevant to you from the previous page.*

1.....

2.....

3.....



GOAL SETTING ACTIVITY

*Let's try setting a goal for something you'd really like to
achieve this year.*

Think about something you'd like to do or achieve this year. It could be something related to sport, a hobby, some award you'd like to achieve, a personal fitness goal or a goal that relates to friends, family or school. Is there something you'd really like to do this year? In the space below, brainstorm all the things you can think of that you could possibly set a goal for this year.

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Now choose just one of the ideas and write a goal statement of exactly what you'd like to achieve and by when. Then on the next page, see whether your goal follows all the rules.

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Now take the quiz below to see how you could improve the way you wrote your goal on the previous page.

	Example of a goal that <u>doesn't</u> follow this rule.	Example of a goal that <u>does</u> follow this rule.
Specific – Is your goal very specific as to exactly what you want to achieve? YES / NO	I want to do better in Maths.	I want to pass every class Maths test this year.
Measureable – Are you able to measure when you have reached your goal? YES / NO	I want to improve my tennis.	I want to win 3 games in tennis this term.
As if now – Is your goal written in the present as though you have reached it already? YES / NO	I want to learn to play the piano.	I have learnt to play the piano.
Realistic – Is your goal achievable, is there a good chance you'll reach it? YES / NO	I am the President of the United States.	I am working in the diplomatic field.
Timebound – Have you put a timeframe on when you'd like to achieve the goal by? YES / NO	I am able to swim 50 laps of the pool.	It is February and I am able to swim 50 laps of the pool.
Interesting – Is your goal about something that you find interesting or worthwhile? YES / NO	I have learnt to love broccoli.	It is December and I have 1000 songs on my iPod.
Emotional – Have you expressed the goal in enthusiastic language? YES / NO	I have done my Bronze Surf Lifesaving medallion.	It is January and I am so pleased that I have finally got my Bronze medallion.
Success oriented – Have you expressed your goals in a positive way? YES / NO	I have stopped getting in trouble in History.	It is December and I am proud to say my History teacher is actually pleased with my work in class.

Now combine all of the rules and rewrite your goal from the previous page in the space below:

**“Whoever wants to reach a distant goal
must take small steps.”**

Helmut Schmidt

To illustrate or explain the quotation above, either draw a picture or cartoon or write a short story or a poem that expands upon or shows the ideas in the quotation.

SAMPLE

4. Using Your Goals



First Thoughts:

In 20 words or less, write down what you think you should do once you have written the goals – what comes next?

*Read the following and **HIGHLIGHT** or UNDERLINE the most important points.*

Let's go back to the boat analogy. Imagine this time when you board the boat and they tell you that you are the captain, they also give you the destination. This time you know where you have to go. But instead of doing something about making it happen, you just go and sit on the deck and throw bread to the seagulls. What will happen? Obviously the boat goes nowhere unless you actually do something about making it start moving in the right direction.

If you could be the captain or in charge of ANYTHING, for what 3 things would you most like to be the boss?

- 1.
- 2.
- 3.

So how do you actually use your goals? What do you do with them? After you have written your goals, you then need to do two things:

- **Review them regularly** to remind yourself of what you want to achieve and to stimulate your mind to think of other possibilities.
- **Start taking specific actions** that will help you achieve your goals, in particular your short-term goals.

So how often should you review your goals? Some people like to look at them each morning when they first wake up and each night when they go to bed. Other people write the main goals onto a small card and look at it a few times during the day or place it somewhere, like a mirror, where they will see the card regularly. Some people find that once a week is enough for them to review their goals. Other people review the short-term goals daily and look at the long-term goals only once every month or so. You will probably need to experiment to find what works best for you.

There are also lots of different approaches to taking actions on your goals. Some people take out their goals every Sunday night and write into their diary specific steps they will take to work towards achieving those goals. Others write a fresh to-do-list every day listing all the tasks they'd like to complete that day.

Some people just pick one specific action to do each day that will bring them closer to their goal. That may not sound like much, but over 365 days it certainly adds up.

*In your own words, write down the 3 most important points
or the 3 points most relevant to you from the previous page.*

1.....

2.....

3.....

*Which methods do you think you'd prefer to use to manage your goals?
Circle your preferred method in each section.*

SECTION 1: Writing out your goals

Method 1. – Write all your goals out onto an index card you can carry easily.

Method 2. – Type your goals up onto a page you can print out and change easily.

Method 3. – Write your goals out onto an A4 page.

SECTION 2: Reviewing your goals

Method 1. – Read through (and maybe tick off) ALL your goals each morning or night.

Method 2. – Review the most important or urgent goals each morning or night.

Method 3. – Put your goals somewhere where you will see them every day.

SECTION 3: Planning actions on your goals

Method 1. – Each morning, look at your goals then write a list of what to do that day.

Method 2. – On Sunday review your goals for the week and write actions to take in your diary.

Method 3. – Each night, look at your goals and write a to-do-list for tomorrow.

SECTION 4: Keeping track of your goals

Method 1. – Each night, tick off or cross out any goals you achieved that day.

Method 2. – Each week, review your goals and cross off any you have achieved.

Method 3. – Each morning before you plan your actions, cross off the completed ones.



GOAL SETTING ACTIVITY

Let's set another goal for this year.

Think of a sport or extra-curricular activity or hobby you are playing or doing this year and describe it in the space below.

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Write a goal for what you'd like to achieve in that activity this year. Make sure the goal follows the 'SMARTIES' rule.

.....

.....

.....

.....

List 5 specific actions you could do to achieve this goal and WHEN you will do each action.

- a)
- b)
- c)
- d)
- e)

Explain how you will remind yourself to take action on these goals.

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“My philosophy of life is that if we make up our mind what we are going to make of our lives, then work hard toward that goal, we never lose - somehow we win out.”

Ronald Reagan

To illustrate or explain the quotation above, either draw a picture or cartoon or write a short story or a poem that expands upon or shows the ideas in the quotation.

SAMPLE

This resource continues for another 26 pages

SAMPLE