

# Goals and Priorities

West Branch Middle School

# Goals

What is a goal?

**Goal:** something that you want to do.

When a goal is important to us in our lives, we give that goal a high priority.

**Priority:** something that is more important than other things and that needs to be done or dealt with first.

Sometimes things get in the way of our goals. They are called obstacles.

**Obstacle:** something that makes it difficult to do something.

# Why do we have goals?

Goals give our lives purpose. People who do not have goals tend to drift along without a clear direction.

They might drop out of school.

If they don't have any goals, school might not seem that important to them.

# Setting Goals

When setting our goals, they need to be specific and realistic.

**Specific:** clearly described and can be measured.

**Realistic:** within your reach. You can meet it with your own skills.

# Setting Goals

**Short-Term Goal:** a goal you expect to reach in a few hours, days, or weeks.

**Long-Term Goal:** a goal you expect to reach in several months or years.

# Setting Goals

When you want to set a goal you must first make an Action Plan.

**Action Plan:** a list of steps that will help you reach your goal.

# Action Plan

## Step 1: Write down your goal

Write down your goal and post it somewhere so you can see it every day.

# Action Plan

**Step 2:** List the steps to reach your goal.

Break a long term goal into several smaller goals. Break smaller goals into steps.



# Action Plan

## Step 3: Set up a timeline

Decide how much time each step should take.

Write each step on a chart or calendar.

Keep track of the steps on your chart.

# Action Plan

Step 4: Identify any obstacles.

List the things that might get in the way of your goal. Think about ways you might overcome them and write them down.

# Action Plan

**Step 5: Identify sources of help.**

Think about what help you might need to reach your goal. If needed ask for help.

# Action Plan

## Step 6: Check your progress.

As you work toward your goal, review your plan.

Are you on schedule?

If not, is your plan realistic?

Make changes if you need to.