

**Take Action (page 1)**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Directions**

**Long-Term Goal** Write your long-term goal on the line below.

**Short-Term Goal** Write your short-term goal on the line below. Short-term goals are smaller goals that lead to your long-term goal. Short-term goals are things you can work on during the next week.

**1. Plan** Write a plan to accomplish your short-term goal. Complete the six parts of the plan by answering the questions in each box.

**2. Action** Next week, review your action. Answer the question, "Did I meet my short-term goal?" Answer the questions in each box on page 2 of this worksheet.

**3. Evaluate** After you complete the questions in Part 2: Action, evaluate whether each part of your plan worked. Write the reasons they did or didn't work in each box under Part 3: Evaluate. Answer the question, "What were the main reasons you got these results?" Look at your reasons in the Evaluate boxes. Decide which of those are the main reasons you got the results you did. Write them in the space under the question.

**4. Adjust** Decide if you want to change your short-term goal. If you want to change it, write a new one on the line on page 3. You will probably want to adjust the parts of your plan that didn't work. Write the changes in the boxes. Remember which parts of your plan did work so you can use them again.

**Long-Term Goal** \_\_\_\_\_

**Short-Term Goal** \_\_\_\_\_

**Part 1: Student Plan**

<b>STANDARD</b> What will I be satisfied with?	<b>MOTIVATION</b> Why do I want to do this?	<b>STRATEGY</b> What methods should I use?	<b>SCHEDULE</b> When will I do this?	<b>SUPPORT</b> What help do I need?	<b>FEEDBACK</b> How will I get information on my performance?

# Take Action (page 2)

Name \_\_\_\_\_ Date \_\_\_\_\_

Short-Term Goal \_\_\_\_\_

Did I meet my short-term goal? YES NO

### Part 2: Action

<b>STANDARD</b> Did I meet the standard? yes no	<b>MOTIVATION</b> Was I motivated? yes no	<b>STRATEGY</b> Did I use the strategy? yes no	<b>SCHEDULE</b> Did I follow the schedule? yes no	<b>SUPPORT</b> Did I use support? yes no	<b>FEEDBACK</b> Did I get feedback? yes no
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### Part 3: Evaluate

<b>STANDARD</b> Was it the right standard? yes no Why or why not?	<b>MOTIVATION</b> Did it work? yes no Why or why not?	<b>STRATEGY</b> Did it work? yes no Why or why not?	<b>SCHEDULE</b> Did it work? yes no Why or why not?	<b>SUPPORT</b> Did it work? yes no Why or why not?	<b>FEEDBACK</b> Was the feedback helpful? yes no Why or why not?
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**What were the main reasons you got these results?** Look at the Action and Evaluate sections. If you met your short-term goal, consider the parts of the plan you answered "yes." If you didn't meet the short-term goal, consider the parts you answered "no."

### Part 4: Adjust

Short-term Goal? **OK or change? If change, new short-term goal**

<b>STANDARD</b> If standard wasn't right, what will I change?	<b>MOTIVATION</b> If I wasn't motivated, what will I change?	<b>STRATEGY</b> If my strategy didn't work, what will I change?	<b>SCHEDULE</b> If I didn't follow my schedule, what will I change?	<b>SUPPORT</b> If my support didn't work, what will I change?	<b>FEEDBACK</b> If feedback wasn't helpful, what will I change?
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