

Setting and Meeting Goals

In order to be successful at school, or at anything else, a person must set goals for him/herself (Personal, Academic, & Social Responsibility Goals). A goal is just a target that we want to reach.

At Royal Oak Middle School there are three logical times to set goals:

- At the start of each of the three terms (reflection, goal setting & action plan)
- At the start of each week
- At the start of each day.

As you work on each task, it is important to reflect on and evaluate your progress toward your goal. As well, there are logical times for reflection. They are:

- At the end of each term
- At the end of each week
- At the end of each day.

These goals can be short-term or long-term. For example:

- I will improve my standing in Math this term.
- I will get more involved in school extracurricular activities.
- I will participate more positively in my classes.

To achieve your goal:

1. Make sure your goal is reasonable and achievable.
2. Break down the larger goal into smaller tasks.
3. Set up an action plan with specific steps and continuous growth, and any support necessary.
4. Remind yourself about your goal daily.
5. Modify or adapt your plan or goal as needed.

Note: to meet any goal, you must work at it steadily. You will find it difficult to meet a goal by applying yourself at the last minute. Meeting a goal is an ongoing process.

Example of a Goal and Action Plan

Goal: I will become more organized at school.

Action Plan: (What must I do to reach this goal?)

- Check my homework at the end of each day during homeroom and write down assignments.
- Clean out my binders and put sheets in their proper places every Monday.
- Clean out my locker every week.

LONG TERM GOAL-SETTING

Take some time to reflect on your goals for this year. Use the space provided below to state a long term goal and plan your action strategy. Remember that our goal can change over time so be sure to come back to this page throughout the year to revise, restate, and replan your goal.

Goal: _____

Action Plan: (What must I do to reach this goal?)

Term 1 - Goal Setting

For the coming term, set **Letter Grade and Work Habit Goals** that you would like to achieve for specific classes. Also take some time to reflect on two *subject priorities* and one *work habit routine* to form an Action Plan to meet your goals. (Refer to page 30)

Please use the following **Work Habit** definitions to describe your behaviour, attitude and social responsibility for this term:

Excellent **(E)**

Good **(G)**

Satisfactory **(S)**

Needs Improvement **(N)**

Be realistic, and also be sure to challenge yourself.

SUBJECT	Letter Grade		Work Habits	
	Goal	Mark	Goal	Mark
English/LA				
Socials				
French				
FAAS				

SUBJECT	Letter Grade		Work Habits	
	Goal	Mark	Goal	Mark
Math				
Science				
PE				
Band				

Subject: _____ **Letter Grade Goal:** _____ **Work Habit Goal:** _____

Action Plan: (What must I do to reach this goal?)

Subject: _____ **Letter Grade Goal:** _____ **Work Habit Goal:** _____

Action Plan: (What must I do to reach this goal?)

Work Habit Routine: _____ (e.g. homework, locker care, organization . . .)

Action Plan: (What must I do to reach this goal?)

TERM 1 - RATING SCALE FOR PERSONAL AND SOCIAL RESPONSIBILITY

Personal Responsibility:

Aspect	Description	Rarely	Some of the time	Most of the time	All of the time
Being on Time	I arrive on time and follow classroom routines.				
Being Prepared	I use my school agenda and am well organized.				
	I bring all necessary materials and supplies to each class.				
Work Quality	I use "Page Perfect" directions for work completion.				
Meeting Deadlines	I complete and submit all forms and other assignments on time.				

Social Responsibility:

Aspect	Description	Rarely	Some of the time	Most of the time	All of the time
Contributing to the School and Classroom Community	I notice and care about how others are feeling.				
	I listen politely, even when I disagree.				
	I make good choices that respect myself and others.				
	I accept responsibility for my actions.				
	I show respect for the classroom environment.				
Solving Problems in Peaceful Ways	I solve problems calmly.				
	I use effective strategies to solve problems with others.				
	I reflect on how my behaviour affects others.				
	I use "I" messages to express my feelings and state what my needs are.				

TERM 1 - REFLECTION, GOAL-SETTING AND ACTION-PLAN

Reflection

Personal Responsibility: _____

Social Responsibility: _____

Academic Progress: _____

Sample Sentence Starters:

I can see that I have improved in _____ because _____.

One thing that is still difficult for me is _____ because _____.

****Remember:** A reflection is a look back on your strengths and challenges this term.

Goal Setting

Personal Responsibility: _____

Social Responsibility: _____

Academic Progress: _____

Sample Sentence Starters:

Next term my goal is to _____.

Next term I will work hard at improving _____.

****Remember:** Goals must be specific and realistic.

Action Plan

Personal Responsibility: _____

Social Responsibility: _____

Academic Progress: _____

Sample Sentence Starters:

I can meet my goal by _____.

I will take the following steps to meet my goal _____.

****Remember:** Your action plan must list specific things that you will DO to meet your goal.

Parent Signature: _____

Comments: _____

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Term 1 - Report to My Parents

Rating Scale: Excellent **(E)** Good **(G)** Satisfactory **(S)** Needs Improvement **(N)**

WORK HABITS AND PARTICIPATION

- listened to instructions carefully..... **E** **G** **S** **N**
- participated willingly in class discussions..... **E** **G** **S** **N**
- kept on task when given work to do..... **E** **G** **S** **N**
- worked carefully; did not rush..... **E** **G** **S** **N**
- worked well on my own..... **E** **G** **S** **N**
- cooperated; did my share in groups **E** **G** **S** **N**

ORGANIZATION AND PREPARATION

- kept my work organized, separated by subject..... **E** **G** **S** **N**
- used my planner regularly; wrote assignments..... **E** **G** **S** **N**
- setup regular homework and study times..... **E** **G** **S** **N**
- had books and supplies needed for homework..... **E** **G** **S** **N**

RESPONSIBILITY

- completed assignments on time..... **E** **G** **S** **N**
- put a sincere effort into assignments..... **E** **G** **S** **N**
- came for extra help when unsure..... **E** **G** **S** **N**
- made up assignments right away after absence..... **E** **G** **S** **N**
- prepared for quizzes and tests..... **E** **G** **S** **N**

COOPERATION AND CONDUCT

- cooperation with classmates..... **E** **G** **S** **N**
- cooperation with staff..... **E** **G** **S** **N**
- did not distract others..... **E** **G** **S** **N**

ASSIGNMENT COMPLETION RECORD

Date	Subject	Assignment	Out of _____	Notes

Student Signature

Parent/Guardian Signature

Date