

Enhanced Learning
Educational Services



Goal Setting Worksheets

for Upper Primary 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 and 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
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SECTION 1

	1	What are GOALS?
	2	Why do people set goals?
	3	How do you write a goal?
	4	Making your goals SMART.
	5	Achieving your goals.
	6	Visualising your goals.
	7	Re-evaluating your goals.
	8	Maintaining your attitude.
	9	Avoiding perfectionism.
	10	Rewarding yourself for achieving goals.

SECTION 2

	1	What are you good at?
	2	Personal Qualities Goals.
	3	Interests Goals.
	4	Family Goals.
	5	Friends Goals.
	6	Health Goals.
	7	Work/Study/Career Goals.
	8	Goals for this year.
	9	Goal Action Plan.
	10	Your Personal Mission Statement.



Activity 3

Have you ever set any goals? Put one tick for each question below:

	YES	NO
1. I have made a plan in the past to save or earn a certain amount of money or to save up and buy something in particular.		
2. I have thought about the sorts of marks I would like to achieve at school and what I might need to do to reach these.		
3. I think about what sports or hobbies I enjoy and make a plan to do these or to reach a certain level of ability or achievement.		
4. I sometimes set myself targets for different things in my life: maybe to do something by a certain time or in a certain way.		
5. When I am given assignments to do for school, I sometimes aim to finish the assignments earlier to give myself some spare time just in case.		
6. I have sometimes made 'New Year's Resolutions' in the past. I have thought about the things I would like to do or change during that year.		
7. I have thought to myself in the past, 'I am going to set a goal to.....'. The goal could be for all sorts of things!		
8. I sometimes think about what I might like to do when I am older or the type of job or career I might be interested in.		
9. I have definite things that I want to do during my life. Maybe it is places I want to travel to, sports I want to play or just new things I want to try.		
10. I like to plan ahead and think about things I might like to do in the future. This might be planning for tomorrow, next week or even next year.		
<i>Count up the number of ticks in each column:</i>		
<i>Now multiply the number of ticks in the YES column by 2:</i>		X 2 —
<i>This then becomes your 'goal' score:</i>		0

What does your score mean? Read below to find out.

-
- 20 You are already a bit of a goal setting legend! Lots of the things you do are the sorts of things we do when we set goals.
 - 15-19 You are showing lots of signs of the makings of a natural goal setter.
 - 10-14 You have certainly set goals in the past - even if you weren't aware of it!
 - 0-9 You might be more of a 'live-in-the-moment' sort of a person, which is an excellent quality to have. Learning about goal setting will also help you to look ahead now and then and plan for things you want to happen.

Name:

1-2

Why do people set goals?

Materials needed: piece of blank paper or cardboard

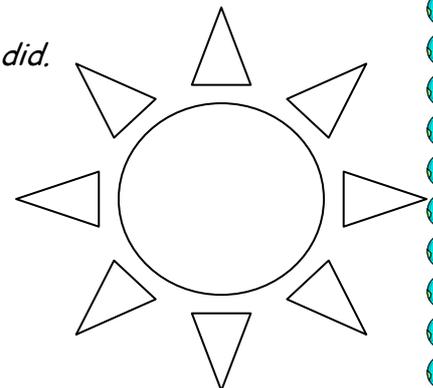
Activity 1

Circle either T for TRUE or F for FALSE in the quiz below.

1. Some people like to set goals because they feel it gives them a purpose in life.	T / F
2. Goals are all very well, but they don't really help to give any direction to our lives.	T / F
3. Setting and achieving goals makes us feel good about ourselves and our abilities.	T / F
4. By setting goals we can achieve balance in our lives by making sure we develop and put energy into all the different sides of ourselves.	T / F
5. When we set goals, we are making a conscious decision about what we want to achieve and by when. This helps to give us focus.	T / F
6. Setting a goal gives us something to aim for and work towards.	T / F
7. The best reason to set a goal is to keep your parents or teachers happy!	T / F
8. Goals allow you to choose what you want to do rather than just relying on luck that things will work out.	T / F
9. Setting a goal can help you try that little bit harder and perhaps aim for things you may not have aimed for before.	T / F
10. Setting goals encourages you to think about different aspects of your life and what you would like to achieve in that area.	T / F

Check the answer sheet at the end of this resource to see how you did.

Write the total number of questions you had correct here:



Activity 2

Look back over the True/False quiz and use the questions to write down some reasons why people set goals. See if you can also think of any other reasons that were not mentioned in the quiz.

.....

.....

.....

.....

.....

.....

.....

Activity 3

Using your previous work, list the top 6 reasons why you think people set goals or advantages or benefits of goal setting.

POSTER IDEAS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Now make a poster showing the key reasons why we set goals and the advantages or benefits that come from goal setting. Make it as colourful and attractive as possible. You can either find a piece of paper or cardboard or you could make the poster on the computer. Try and include pictures when possible to illustrate your points.

Name:

1-3

How do you write a goal?

Materials needed: blank paper

Activity 1

What steps do you need to take when you start to write a goal? What sorts of things do you need to think about? What should you do first? What else should you do?

WRITE DOWN YOUR THOUGHTS HERE:

Activity 2

- Once you have run out of ideas see if any of the ideas overlap or are linked. Draw lines to join these together. Now decide what order you should do these steps in and number above in your correct order.
- Then close your eyes and see if you can recall all the steps in order.

How did you do?

Activity 3

Compare the list of steps below on how to write a goal with the steps you came up with on the previous page.

1. Decide the general topic or theme of your goal.
2. Close your eyes and sit or lie somewhere comfortable.
3. Let your mind wander all around the topic and think of all the things that are related to this goal.
4. Open your eyes and write down everything you thought of. Write it as quickly as possible, don't worry if it is messy and don't try and sort the ideas out yet, just write down every single thing you thought of.
5. Now take the time to reflect back over your ideas. Circle or highlight the thoughts that really stand out for you. Cross out any that on reflection aren't really related to the goal you are thinking about. Draw a line to join together any ideas that are related.
6. Now take a fresh piece of paper and clearly write out exactly what your goal is and what you want to achieve.

In the space below, explain any similarities or differences between the two sets of steps.

.....

.....

.....

.....

Activity 4

See if you can come up with at least 10 different topics or areas that people might set goals in. For example, one area might be 'health'. Write your ideas in the space below.

Name:

1-4

Making your goals SMART

Materials needed: dice or paper to be cut into small squares and a friend/family member to play the game with

Activity 1

When setting goals, you need to ensure that they are S.M.A.R.T.! In this acronym, each of the letters stands for an attribute of a well-set goal. Draw a line to match the explanation to each of the words. When finished Check the answer sheet at the end of this resource to see how you did.

<i>1. Decide when you want to achieve your goal by. You need to put an endpoint on your goal to give it a sense of urgency so that you are motivated to start taking action.</i>	a. Specific
<i>2. Goals need to be very clear and explain exactly what you would like to happen. Ensure your goals have lots of detail and are very clear. This way you know exactly what you are aiming for.</i>	b. Measurable
<i>3. Don't make your goals too far out of reach. While it is a good idea to try and stretch yourself, you still have to feel like the goal is possible and that you are willing to really give it a go.</i>	c. Action-oriented
<i>4. You need to be able to know exactly when you have achieved your goals. A goal such as 'I will improve by 5 marks in Maths' is better than a goal such as 'I will improve in Maths' as you will clearly know when you have achieved it.</i>	d. Realistic
<i>5. Ensure there are actions you can take, small steps, to achieve your goals. There needs to be a plan you can take to take you from where you are now to where you want to be.</i>	e. Time-bound

Activity 2

Find a friend or family member to play this game with. You and the other player each need to find a counter you can use for the 'Snakes and Ladders' game on the next page. A small sharpener, a bit of paper, be creative! Your parent may also give you a dice or they may ask you to cut 6 small squares, write the numbers 1-6 on them and put them face down. Instead of throwing a dice you will choose a square of paper to see how many moves forward you go. If you land on the start of a ladder, well done, you follow the ladder up! If you land on a snake's head, that is not so good as you follow the snake down to the end of its tail. Look for the tips along the way of do's and don'ts for setting goals. Good luck!

40	39	38	37	36 Don't write vague goals like 'I want to be better at...'
31 Don't write unrealistic goals like 'I will climb Mt Everest next week.'	32 Make your goals action-oriented with plans in place to achieve them.	33	34	35
30	29	28 Don't write goals that have no end or goal date to aim for.	27	26
21 Don't write goals where there are no actions you can take to reach the goal - these are more like 'wishes'.	22	23	24	25 Express your goals in such a way that you can measure when you have achieved them.
20	19	18	17 When making goals, make them realistic and achievable.	16
11	12 Don't write goals where you can't measure your progress and achievement.	13	14	15
10 Put a timeframe on when you'd like to achieve the goals by.	9	8	7	6
1 START	2	3	4	5 Make your goals very specific and detailed.

Name:

1-5

Achieving your goals

Materials needed: nil

Activity 1

For each question, choose which action would best help you achieve your goals.

1. With your goals you should:
 - a) just keep them in your head - you will remember them
 - b) write them down and put the piece of paper away
 - c) write them down and put the paper where you will see it each day
2. Once you have set your goals, it is important to:
 - a) just sit back and let it happen naturally
 - b) work out a plan of steps you can take to achieve your goals
 - c) just keep adjusting your goals to make it easier
3. It is important that when you think of your goals you think:
 - a) positively about your goals and believe in yourself
 - b) of all the things that could go wrong when trying to reach your goals
 - c) about your goals as little as possible and just let it happen
4. It is a great idea to reward yourself for achievements along the way as:
 - a) it gives you the motivation to keep working towards your goals
 - b) the whole point of setting goals is to get rewards for reaching them
 - c) at least if you don't make it to the end you will have got some rewards
5. Which do you think would be the most effective strategy to achieve your goals:
 - a) changing your goals quite often
 - b) working all the time on all the different goals that you want to achieve in your life
 - c) choosing a small handful of goals to really focus on
6. Which of the following should you NOT do:
 - a) review and read through your main goals on a daily basis
 - b) once a week assess your goals and decide if you need to make any changes
 - c) only look at your goals once a month
7. Don't move the goal posts means:
 - a) when playing football, have clear goals and aim for the posts
 - b) if the goals seem too hard, don't just give in and make the goals easier, keep trying
 - c) don't make goals that have obstacles in the way

Activity 2

Fill in the blanks of the following summary of ways to ensure you achieve your goals.

Always write your goals down on a piece of p _ _ _ r . This way you won't forget them and can easily r _ _ _ _ w them. It is a good idea to look at your main goals once a d _ _ y, then once a w _ _ _ k think about whether you need to make any changes to your goals. Don't change your goals because they seem too d _ _ _ _ _ _ t, only change them if they were not clear or well explained, or if you were not really committed to them in the first place. Keep t _ _ _ _ g to reach your goal right up until the last minute! Ensure you create a plan of a _ _ _ _ _ s you should take to work towards your goals. By breaking your goals down into smaller s _ _ _ _ s, it will be much easier to tackle pieces of the goal. Then you can just do each step one by one. Maybe even write each step into your school diary to remind you of when you need to do it. As you reach certain points or milestones, r _ _ _ _ d yourself. This will m _ _ _ _ _ e you to keep working towards your goals. Always think about your goals with a p _ _ _ _ _ e attitude and b _ _ _ _ e in yourself. This will give you a much greater chance of reaching your goals.

Check the answer sheet at the end of this resource to see how you did in both activities.

Name:

1-6

Visualising your goals

Materials needed: possibly some relaxing music to play in the background, old magazines for pictures, coloured pens

Activity 1

The clearer you can visualise your goals, the more your brain is able to work towards making them a reality. One way you can improve the clarity of your goals is by using different meditation techniques. We will try one of these now. First, you need to make a recording of the words in the grey box below. Speak slowly and calmly and clearly. Alternatively you could find someone to read this out to you. When you are ready to start, get yourself comfortable. You could lie in your bed or stay in a chair and just sit comfortably with your feet flat on the ground and your hands resting comfortably in your lap. If possible, have some relaxing music playing softly in the background.

Now close your eyes and listen to the meditation:

Keep your eyes closed at all times and just focus on yourself, forget about anything happening around you. Make sure you are sitting comfortably. First let's think about your breathing. Breathe in slowly, slowly through your nose then breathe out slowly through your mouth. Try it again and count slowly to 5 as you breathe in, 1,2,3,4,5 and count to 5 as you breathe out 1,2,3,4,5. Do this at least 10 times now. (Let the recording have 1 minute of silence.) Now as you breathe out, start to relax the muscles in your body. Start at your head and neck first and relax each muscle in your neck. Let your shoulders drop, let the muscles in your face relax and then start to move down to your arms and legs. Keep breathing and think about relaxing every muscle in your body. For the next two minutes just focus on relaxing all muscles in your entire body one by one, starting at your head and working down. Try this now. (Let the recording have 2 minutes of silence.) Now start to think of a really happy and positive memory. Watch the experience as though it is a movie and imagine you are there. You feel totally relaxed and at peace. Make the memory as vivid as possible – notice how bright the colours are, imagine the smells you would be smelling, the tastes you would be experiencing and how you would be feeling. Take a minute to really try and bring the memory to life till it feels like you are there experiencing it again. (Let the recording have 30-60 seconds of silence.) Now think about something you are looking forward to. Is there an experience you simply can't wait for or maybe there is a family holiday coming up or you are going to a party or seeing some friends or relatives? Maybe you are looking forward to running in a race at your sports carnival or maybe playing in the finals in your soccer match. Maybe your uncle has promised to take you out on his new boat or maybe you are looking forward to a school camp or camping trip. Take a moment now to choose one thing in the future you are looking forward to. (Let the recording have 30 seconds of silence.) Now, just like you did with the memory, try and visualise exactly what will happen at this future event, play out the moment like a movie in your mind, include as much detail as possible. Make the colours strong and bright, think about the smells, the tastes and the feelings you will be experiencing. Picture everything that will take place and play the sequence of events over and over in your mind adding more detail each time. Try this now. (Let the recording have 30-60 seconds of silence.) Now take two deep breaths and slowly raise your head keeping your eyes closed. Roll your head gently to the right and then forward gently to the left. Stretch your arms above your head and clasp your hands together stretching towards the ceiling. Lower your arms, place your hands on the desk and open your eyes. How do you feel?

Activity 2

Apart from visualising your goals or desires in your imagination, you can also create a collage or picture of the goal you are aiming for and place it somewhere where you will see it every day so it will inspire you! The more you are reminded of your goal, the more you think about it, the clearer you can see it and the more you are excited by it - the faster you will achieve it!

Think back to the event you were looking forward to in the visualisation exercise. In the space below, draw pictures or cut pictures from magazines and paste them onto the space below to show the event taking place. Make it colourful, make it exciting! Around the outside write words to express what you will be feeling at this time - for example: 'happy', 'fantastic', 'wow' etc. Be creative and maybe even bounce some ideas off your friend to see if they have any ideas for a slightly different approach to capturing your vision. If you prefer, you can collate this collage on the computer instead. You still may like to sketch your design below first.

SAMPLE

Name:

1-7

Re-evaluating your goals

Materials needed: nil

Activity 1

List 3 reasons why it is important to regularly re-evaluate your goals (this means spending time looking at your goals and ensuring that they are still important to you).

1.

2.

3.

Ask a family member what they think, and write down any other ideas your family member had that were different from what you wrote down.

Activity 2

One of the reasons why we need to evaluate goals regularly is that as we grow older, our ideas about what is important to us and what we want to achieve, changes. We become interested in different things, we learn about new things and our ideas grow and expand. We need to make sure that our goals reflect these changes. We also need to add in any new ideas that we become interested in and look at what else we might want to achieve. To show how things change, in the space below write down what things you think were most important to you at the following stages of your life so far:

When you were a baby –

When you were a toddler –

When you first started school –

When you were in Year 4 –

Activity 3

Below are some questions that you could ask yourself on a regular basis (maybe each week or at least each month) in order to re-evaluate your goals effectively. Come up with 3 additional questions.

RE-EVALUATING YOUR GOALS

1. Are these goals still important to me?
2. Do I still feel passionate about these goals?
3. Are there other things I would maybe like to do or achieve?
4. Have I heard of anything lately that excited/interested me?
5. What sorts of things do the people I admire do?
6. What could I do to build better relationships with my family and friends?
7. Do I do enough for the people around me – how can I help other people?
8. Am I looking after my health, eating well, getting some exercise and sleeping enough?
9. Are there things I could do to improve at school?
10. What do I want to achieve at school this year?
- 11.
- 12.
- 13.



This resource continues for another 26 pages

SAMPLE