

# Guide to Goal Setting



You've completed your student's mid-year evaluation, and you're ready to translate your valuable feedback into concrete action steps!

As a next step, we encourage you to schedule a check-in with your student to reflect on semester one and look ahead: ***where do they hope to see themselves at the end of their first year of work?***

We encourage you to allow the student to drive this reflection process while you affirm and/or supplement their strengths and areas for opportunity. Setting **SMART** goals should be the result of this conversation.

**SMART** goal setting has become second-nature to our students, as they practice it in their classrooms daily.

## STEPS

1. **Schedule a check-in meeting ahead of time so your student is mentally prepared.** Tell them to be ready to discuss their strengths and areas of opportunity.
2. **Begin the check-in by restating the purpose.** Ensure the student that you appreciate them and want them to be successful. Reflection and goal setting will support their growth!
3. **Review the goal setting worksheet below.**
4. **Ask the student for their input first, then add your own.** Students will naturally defer to you to drive the conversation, encouraging them builds confidence, self-agency and critical thinking.
5. **#GOALS should be SMART** (specific, measurable, achievable, relevant, time-based).
6. **Discuss in detail how to achieve the goal.** Ensuring the student has a game plan to achieve the goal is even more important than understanding the goal itself.
7. **Revisit the goals periodically.** Make it a purposeful conversation to review progress. You may decide a goal has been met or is no longer needed and choose to re-focus goals.

**RESULT:** A higher level of student work engagement, confidence, and a stronger relationship with your student!

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## Goals Game Plan

This worksheet is designed for students, supervisors, and CWSP staff to identify goals and outline the steps in achieving those goals. CWSP staff and the supervisor will check in with the student regularly to monitor progress.

Demonstrated Strengths
Areas of Opportunity
Student Goals

SMART Goals	Not HOT!	Pretty Cool!
<b>SPECIFIC goals</b>	I want to work at a good company.	I want to work at a small, entrepreneurial tech company in California.
<b>MEASURABLE goals</b> (i.e. the unit used to indicate when your goal is achieved)	I want to go on some interviews soon.	I want to go on at least 3 interviews in the next month.
<b>ATTAINABLE goals</b> (i.e. goals you know you'll reach)	I would like to search, apply, and land a job by the end of the week.	I want to land a job 2-3 months from now.
<b>RELEVANT goals</b> (i.e. Do your goals matter? Are your goals aligned with the rest of your life, personal, and financial goals?)	I want to read all of the articles and blogs on the subject of IT and how it's changed over the past 8 years.	Within one year I want to have attended a major IT conference, learned about innovation in the tech field, and helped to invigorate the tech field.
<b>TIME BOUND goals</b> (place a timeline on reaching your goals)	I will get hired.	I will be hired within 2-3 months by attending at least 2 major networking events, applying for 5+ jobs, and setting up 2 introduction calls a week.