

Suggestions for Writing Goals

When you create goals for yourself, follow the tips below:

1. Goals should be action oriented, measurable, and realistic.
2. Action oriented means that your goals should involve actions or behaviors that you can do and that can be seen by other people.
3. Measurable means that your goals should be able to be measured. For example, if your goal is to do belly breathing twice a day, you can keep track or measure the number of times that you belly breathe by putting tally marks on a card.
4. Realistic means that your goals should be things that you can really accomplish by working hard on a daily and weekly basis. You don't want to set up unrealistic goals. For example, "I will get a perfect score on the math test without studying" is an unrealistic goal.
5. Remember that a goal should always be phrased in a way that shows you are looking for improvement, not perfection.
6. Support your students in writing two simple goals (an academic goal and a social and emotional learning goal) every one or two months along with simple action steps and allow them to reflect on their progress periodically.
7. It is can be very helpful to have your students write down all the benefits of achieving each specific goal.
8. Have students post their goals and the benefits in a place where they will see them at school and at home.
9. Encourage them to read their action steps once a week to reflect on their progress.
10. A common acronym for goal setting is S.M.A.R.T.: Specific, Measurable, Attainable, Realistic, Timely. (<http://topachievement.com/smart.html>)