

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

# ROLES & GOALS



**Hi!** It's time to update goals that you set and/or met within the last six months. Please keep in mind this is not just a checklist. It also provides a time to really think about and discuss goals. **Instructions:** 1) Review past goals and copy those still of interest to this new form. 2) Note any progress made, or if goals have been met. 3) Set any new goals. 4) Add any comments or additional information. That's all there is to it! ☺ If you have any questions about the use of this form, please just give us a call at 1(888)538-7198. Please use dates (month/year) to note goals set and met.

 <b>My goals as a life-long learner:</b>	Date Goal Set	Making Progress	Date Goal Met	 <b>My goals as a worker:</b>	Date Goal Set	Making Progress	Date Goal Met
• Learn the alphabet/letters/sounds				• Find a job: search want-ads, etc.			
• Read a book, newspaper or magazine				• Fill out a job application			
• Write a letter to _____				• Write a resume			
• Learn to type or use a keyboard				• Interview for a job			
• Write, send and receive e-mail				• Get a job, a better job or a promotion			
• Search the Internet				• Perform current job tasks better			
• Get a library card				• Read a work-related manual			
• Use the library regularly				• Get a license or certificate			
• Pass part or all of the GED test				• Use cash register/count change			
<b>Other goals as a life-long learner:</b>	Date Goal Set	Making Progress	Date Goal Met	<b>Other goals as a worker :</b>	Date Goal Set	Making Progress	Date Goal Met
•				•			
•				•			
•				•			

Additional notes:

Please turn over. 

 <b>My goals as a family member:</b>	Date Goal Set	Making Progress	Date Goal Met	 <b>My goals as a community member:</b>	Date Goal Set	Making Progress	Date Goal Met
• Write checks/pay bills				• Use community resources			
• Read health information				• Speak to others about the literacy program			
• Read medicine labels				• Get involved in the community			
• Plan nutritious meals				• Get a driver's license			
• Share a book with children*/family				• Prepare to vote (read Easy Voter Guide, register)			
• Help children with homework				• Vote			
• Take children to library storytime				• Become a volunteer			
• Interact with the school/teachers				• Pass the Citizenship Test			
Other goals as a family member:	Date Goal Set	Making Progress	Date Goal Met	Other goals as a community member:	Date Goal Set	Making Progress	Date Goal Met
•				•			
•				•			
•				•			

\* "Children" can refer to your own children or any other children with whom you interact (nieces/nephews, grandchildren, neighbors, etc.).

**Additional Achievements (Other things I have accomplished since the last Roles & Goals review):**

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**Thank you!** 😊

Tutor Name \_\_\_\_\_