

ROLES & GOALS



Student Name _____

It's time to set goals for the first time or to update the goals that were set several months ago. Remember, this is not a check-list, instead have a conversation about desired goals. If you are reviewing previously-set goals, use this form to indicate whether you are making progress on them; whether you've met the goals; or whether they are no longer of interest. Finally, set any new goals and add any additional information that is significant in the life of the student with regard to his/her basic skills. **Use dates (month/year) to indicate set and met goals.** Please read *Roles & Goals Instructions* for more information.

My goals as a life-long learner:	Date Goal Set	Making Progress	Date Goal Met	My goals as a worker:	Date Goal Set	Making Progress	Date Goal Met
< Learn the alphabet, letters and sounds				< Find a job: search want-ads/on-line			
< Read a book, newspaper or magazine				< Fill out a job application			
< Write a letter to _____				< Write a resume			
< Learn to type/use computer keyboard				< Interview for a job			
< Write, send and receive e-mail				< Get a job or get a better job or promotion			
< Search the Internet				< Perform current job tasks better			
< Get a library card				< Read a work-related manual			
< Check out or use library items regularly				< Obtain a license or certificate			
< Pass part or all of the GED test							
Other goals in the life-long learner role	Date Goal Set	Making Progress	Date Goal Met	Other goals in the worker role:	Date Goal Set	Making Progress	Date Goal Met
<				<			
<				<			
<				<			

My goals as a family member:	Date Goal Set	Making Progress	Date Goal Met	My goals as a community member/citizen:	Date Goal Set	Making Progress	Date Goal Met
< Write checks/pay bills				< Access community services/resources			
< Read health education information				< Speak to others about the literacy program			
< Read medicine labels				< Get involved with a community issue			
< Plan nutritious meals				< Get a drivers' 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/with teachers				< Pass the Citizenship Test			
Other goals in the family role:	Date Goal Set	Making Progress	Date Goal Met	Other goals in the community member role:	Date Goal Set	Making Progress	Date Goal Met
<				<			
<				<			
<				<			

* "Children" can refer to your own, your relative's children or any other children with whom you interact.

Tutor Name _____

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