**21t4s PERSONAL Learning Goals Document**

Name:

Teacher name:

Date:

**S**pecific = **M**easurable = **A**chievable = **R**ealistic = **T**imely

|  |  |
| --- | --- |
| My goal #1 - be SMART |  |

How I will know I accomplished it?

|  |  |
| --- | --- |
| Write out actions or steps to take |  |
| Target date to achieve it |  |
| How I will celebrate it |  |
| Reflections |  |

|  |  |
| --- | --- |
| My goal #2 |  |

How I will know I accomplished accomplished it?

|  |  |
| --- | --- |
| Actions or steps to take |  |
| Target date to achieve it |  |
| How I will celebrate it |  |
| Reflections |  |

|  |  |
| --- | --- |
| My goal #3 |  |

How I will know I accomplished it?

|  |  |
| --- | --- |
| Actions or steps to take |  |
| Target date to achieve it |  |
| How I will celebrate it |  |
| Reflections |  |

**Some Goal Tips (+ add your own tips):**

**Some important goal setting tips: S. M. A. R. T.**

Write your goals down and:

1. Set goals that are **S**PECIFIC (example: I will improve my keyboarding).
2. Set goals that can are **M**EASURABLE (example: I will type at 20 words per minute on the typing test).
3. Set goals that are **A**chievable (example: I will practice keyboarding for 10 minutes four times a week until I reach my goal).
4. Set goals that are **R**ealistic and Relevant (examples: Something you want to do so that you might get a higher grade, be able to type your papers faster, help you edit photos and images, etc.).
5. **T**imely, set a target date to achieve them, and plan to revisit the goals frequently and revise them as needed.
6. Celebrate when your goals are achieved.  (Treat yourself to a favorite snack, share it with a friend, or do a favorite activity).
7. Reflect on the goal you set, was it S.M.A.R.T.
8. Don't be afraid to ask questions and others for help.