

S.M.A.R.T. Goals Checklist

NAME: _____ DATE: _____ AM/PM: _____

In order to complete and receive credit for this assignment, every item on the checklist must be checked and completed.

PART ONE

1. ____ Take each of the 4 assessments:
 - a. Personality
 - b. Competency
 - c. Work Values
 - d. Career
2. ____ Take your time and answer the questions honestly. If you "guess your way through it" your results will be incorrect, and you won't be able to create your goal properly
3. ____ Take the information you've learned from the assessments and start thinking about what your goals will be for this assignment
4. ____ When each test is done, take a screenshot of the results and upload them to Schoology

PART TWO

1. ____ Download the "Smart Goals Worksheet" to your right and write out your goal.
2. ____ Do your research
 1. Is this a goal What can you do to ensure success?
 2. What obstacles could there be?
 3. What are the solutions to overcome them?
 4. What are the benefits of this goal
 5. Will you need someone's help?
 6. How will you know if you've accomplished your goal?
2. ____ Fill out the SMART goals worksheet
 1. Be thorough
 2. Make sure the whole document is filled out
3. ____ Submit your final document to Schoology

PART THREE

You must include ALL of these questions in your video:

1. ____ Specific: What exactly will you accomplish? What is your goal?
2. ____ Measurable: How will you know when you have reached this goal?
3. ____ Achievable: Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?
4. ____ Relevant: Why is this goal significant to your life?
5. ____ Timely: When will you achieve this goal?
6. ____ This goal is important because?
7. ____ The benefits of achieving this goal will be?
8. ____ Potential Obstacles along with the Potential Solutions?
9. ____ Who are the people you will ask to help you?
10. ____ Specific Action Steps: What steps need to be taken to get you to your goal?

Video Specifications

1. ____ You can use Premiere Pro or iMovie
2. ____ Your final video must be a MINIMUM of 2 minutes
3. ____ You must have an introduction to your video with your name and a statement of your goal
4. ____ Using the microphones and voice recorders, you will narrate the video
5. ____ You can create your text slides with Photoshop
6. ____ You must use Transitions/Effects between clips
7. ____ You must have an ending to your video
8. ____ You must also supply ORIGINAL music created in Logic Pro as your background track using loops.
9. ____ Export video and upload to Schoology