

# 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. \_\_\_\_\_ You can create your text slides and custom graphics with Photoshop
5. \_\_\_\_\_ You must use Transitions/Effects between clips
6. \_\_\_\_\_ You must have an ending to your video
7. \_\_\_\_\_ You must also supply ORIGINAL music created in Logic Pro as your background track using loops.
8. \_\_\_\_\_ Export video and upload to Schoology