 **Goal Writing Worksheet**

The skill of goal setting and working to achieve the goal is something 4-H strives to teach and have 4-Hers practice in all parts of the educational program – from project work, to club work, to development of citizenship, leadership, and communication skills. As a 4-H member adds to her or his learning and skill set in a project area, goals should become more challenging and further learning demonstrated.

**WHAT IS A GOAL?**

A GOAL is….. deciding what you want to do and learn in a 4-H project.

A GOAL is….. having a road map. It helps you decide how to get to where you want to go.

Set goals that:

* Are specific (not too general or broad)
* Meet your needs and interest
* Provide you an opportunity for achievement
* Can be accomplished in a reasonable amount of time and with the resources available to you
* Show progress over previous years (if you have been enrolled in this project before)

**HOW TO WRITE A 4-H GOAL**

A goal has **3** parts. A goal should tell:

1. The **action**: **how** you are going to do it.

2. The **results**: **what** you will do.

3. The **timetable**: **when** you plan to have it done.

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**Examples:**

 **Action Result Timetable**

I want to make a poster about smoothies by the February club meeting

I want to train my 4-H beef heifer to lead before county fair time

I want to photograph the flags at the cemetery on Memorial Day

**NOW IT IS YOUR TURN**

Practice writing goals for a 4-H project that include the Action, Result, and Timetable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Action (how)** | **Result (what)** | **Timetable (when)** |
| **Project** | Photography |  |  |  |
| Example | **I want to** | to learn to photograph  | the robotics team in action | before our tournament |
| **Project** |  |  |  |  |
|  | **I want to** |  |  |  |
|  | **I want to** |  |  |  |
| **Project** |  |  |  |  |
|  | **I want to** |  |  |  |
|  | **I want to** |  |  |  |
| **Project** |  |  |  |  |
|  | **I want to** |  |  |  |
|  | **I want to** |  |  |  |



**CONTROL TEST**

Do your goals pass the control test? That is, do you have control over all parts of what happens? If you can answer “yes”, you are ready for the next step!

**WHAT’S NEXT?**

1. Record your goals in the record keeping system you plan to use this year. Think about including what you would like to learn as a part of your goal.
2. Write at least one goal for each project in which you are enrolled.
3. Use a 4-H Goal Calendar to help you develop a plan to work on your goals during the entire year. Do you have time to accomplish your goals?
4. It is okay to make changes and to add or delete goals during the year.
5. Use the same process to write goals for exhibits you plan to prepare. Again, what would you like to learn to do? What new skills do you hope to learn?

**HAVE FUN WRITING 4-H GOALS AND DEMONSTRATING LEARNING AND ACCOMPLISHMENTS!**



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