HUMAN RELATIONS/PEOPLE SKILLS - BSAD B-5 - PROFESSOR ROBINSON

Please select three (3) goals you would like to achieve for 2014-15. Develop two (2) short goals you can achieve by the end of this semester. Identify one (1) long-term goal by 2014-15. Clearly think about what action steps you will take to achieve your goals. Please place these goals in a location where you can view them and track your progress in your daily planner once per week.

Six (6) areas to select from. Please select three (3) goals to achieve:

1. **Relationships – Improve or enhance**
   a. Spouse/Partner/Significant other
   b. Children
   c. Family/Friends/Co-workers
   d. Customers/Public
   e. Other

2. **Employer, Work, Career, Personal change**
   a. Job skills
   b. Attitude
   c. Promotion
   d. Open business

3. **Finances**
   a. Savings
   b. Investments
   c. Major purchase
   d. Debt cancellation

4. **Health**
   a. Physical/Mental health/Eating Plan
   b. Emotional
   c. Water intake
   d. More sleep/rest

5. **Spirituality - Meditation**
   a. Quiet time
   b. Peace of mind

6. **Education**
   a. Achieve a Degree/Certificate
   b. Increase Reading/study time
   c. Improve grade point average

Please be realistic and sincere with the goals you are going to achieve. For each goal, please clearly state the issue you would like to address and why. Clearly define three (3) or more action steps you will take to accomplish your goals. Write down your progress. Please measure where you are each week to reaching your goal.
Example: I would like to lose 20 pounds by date: _________________ to become physically and mentally healthy and fit.

Actions steps: 1. I will exercise 3-5 times per week for one-half hour.
2. I will lift weights and strengthen my bones 3 times per week.
3. I will eliminate junk food from my diet (i.e. – potato chips, chocolate candy, ice cream and soda pop).
4. I will get on a 1,700-2,000 calorie diet each day.

Final results: I weighed 155 pounds on October 23, 201_.

*START: Please name the goal you would like to achieve and state the date: ______________________________

____________________________________________________________________________________

Please clearly state the action steps you will take to achieve your goals:

1.
2.
3.
4.

Final results:

Please name the goal you would like to achieve and state the date: ______________________________

____________________________________________________________________________________

Please clearly state the action steps you will take to achieve your goals:

1.
2.
3.
4.

Final results:__________________________________________________________

Please name the goal you would like to achieve and state the date: ______________________________

____________________________________________________________________________________

Please clearly state the action steps you will take to achieve your goals:

1.
2.
3.
4.

Final results:__________________________________________________________