

Part 2- Developing Personal Knowledge

Using Career Cruiser you will know look to complete the following parts:

- Goals/Plans
- My Activities and experience
 - extracurricular activities
 - hobbies and interests
 - skills and abilities
 - awards and certificates (upload if possible)
 - volunteer experiences
 - work experience (or if none then plans for work experience in future)

Goal Setting:

Short term goals are goals you hope to accomplish within the near future anywhere. The near future can mean today, this week, this month, or even this year. Examples of short term goals:

- studying for a test
- trying out for a team
- applying for a summer job
- bringing Ms. Miller in some chocolate

Now that you have seen examples of short term goals, go into career cruiser and click the drop down menu beside your name and click “my goals/plans.” Under short term goals you will click edit and write in 6 short term goals who have.

Long term goals are goals you want to do further in the future. Long-term goals require time and planning. They are not something you can do this week or even this year. Long-term goals usually take 12 months or more to achieve. Examples of long term goals:

- Graduate from high school
- Save money for college or university
- Get into the college university of my choice

Long term goals are much more difficult to accomplish as they require a lot more time and effort to complete. SMART goals in one way you can break your long term goal down to make sure you are able to reach it. Using the SMART Acronym determine you long term goal and then list what obstacles you foresee may arise and how you plan on getting through them. You can copy and paste what I have below to help you with your SMART goal.

Example of SMART:

S (specific)

What exactly do I want to achieve?

Where?

How?

When?

With whom?

What are the conditions and limitations?

Why exactly do I want to reach this goal? What are possible alternative ways of achieving the same?

M (measurable)

Measurable goals means that you identify exactly what it is you will see, hear and feel when you reach your goal.

A (attainable)

That means investigating whether the goal really is acceptable to you. You weigh the effort, time and other costs your goal will take against the profits and the other obligations and priorities you have in life. **Tell me how you plan to attain goal**

R (Relevant)

The main questions, why do you want to reach this goal? What is the objective behind the goal, and will this goal really achieve that? **Explain why** and the objective behind this.

T (Time)

Everybody knows that deadlines are what makes most people switch to action. So install deadlines for yourself and go after them. Keep the timeline realistic and flexible, that way you can keep morale high. **Must list clear deadline!!** For example June 2018

Now list any **obstacles** you think you may come across then list how you will go about dealing with these obstacles.

My Activities and Experience

On the left hand side you will notice a list of different links. Click My Activities and Experiences. Spend some time completing this section.

- extracurricular activities (in school and out of school)
- hobbies and interests (list 6)
- skills and abilities (list 6)
- awards and certificates (in school and out of school, upload certificates or awards if possible).
- volunteer experiences (if none list volunteer experiences you plan on getting in the future)
- work experience (or if none then plans for work experience in future)

When you have completed all parts print both goals/plans and activities and experiences. There is a step-by-step instruction box on the top right. Hand in to Ms. Miller.