

STUDENT TUTOR

Let's **spark** bright futures.



GOAL SETTING

WORKBOOK

TABLE OF CONTENTS

Lesson 1: Motivation and Confidence 3

Lesson 2: Changing Your Limiting Beliefs 7

Lesson 3.1: SMART Goals 8

Lesson 3.2: Value Vs. Effort 11

Lesson 4: 10 Areas of Life to Focus On 14

Lesson 5: Designing Your Life 17

Lesson 6: Creat Your Plan of Attack 19

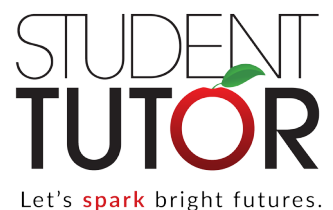
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Lesson I: Motivation and Confidence

Read the following article as seen in [The Huffington Post](#) and then write your thoughts below or in your journal.

THE BLOG 10/14/2015 05:12 pm ET | Updated Oct 14, 2016

How To Become Fearless



By Todd VanDuzer

What is fear?

Now, I am not talking about the kind of fear that makes your diaphragm close up and causes heavy breathing, sweaty hands, and shaky legs.

I'm talking about the fear that stifles your belief that you are capable of achieving something. The fear that puts restrictions on what you do with your life. The fear that limits your confidence.

You know that fear. It's the one that keeps you from traveling abroad by yourself. It's the one that weakens your resolve to quit your job and start your own business. It's even the one that tells you to keep dating someone who's wrong for you and settle because you feel lonely.

And for those of you who think, "Yeah, well, I have traveled abroad already by myself, I did quit my job to start my own business, and I am content being single," your fear may creep up by questioning whether you have what it takes to grow that business to the multi-million or even billion dollar level. Or maybe fear weakens your confidence in other areas of your life.

It's worth examining. We all have fear in our life. Some more than others.

But in the end, fear limits us. Constricts us. It hinders our confidence and belief that we can achieve goals and complete tasks. We tell ourselves "I am not smart enough," "I don't have the money to do that," "I am not brave enough for that," or "I don't look good enough."

Lesson I: Motivation and Confidence (*Cont.*)

When in reality, the only thing truly holding you back is yourself. And that nagging belief that you can't do something.

Instead of thinking that you can't do something, flip it around. Make it your mission to see what you can do, even if everyone else thinks it's impossible. Take Tommy Caldwell, a climber. He free climbed the Dawn Wall—a wall that climbers thought for decades could never be climbed. Instead of letting fear destroy any belief it was possible, he went to work and, 7 years later, achieved a feat no one expected.

In a recent film Reel Rock 10 Tommy Caldwell states:

"I want to show my son a life where you don't live in fear and where you are inspired to dream big and just kind of go for it."

This doesn't end with Tommy. There are thousands of individuals out there who push away fear and embrace possibility. You hear about them on the news and you study them in your history class.

Many times, they are our role models and sources of inspiration. We often look up to them like immortal heroes, when in reality they are just like we are. They grew up in cities similar to ours, went to high schools similar to ours, and faced challenges similar to those we have faced.

The only thing that differs between them and us is their ability to be fearless.

So how did they get there? How did they learn to control that fear and harness that energy to create confidence to literally achieve the impossible?

Lesson 1: Motivation and Confidence (*Cont.*)

How we overcome fear and achieve the impossible

The answer lies in creating a plan. Something that you can write down from the safety of your bedroom, with enough concreteness to cling to once you take your first few steps.

Specifically, you need lofty SMART goals—those that are specific, measurable, actionable, realistic, and timely. Write down your goal and make sure it aligns with those five words. How will you measure your success? When is it due? Is it realistic, or does it need to be broken down further into smaller steps?

From there, it's about creating achievable baby steps that you are 100% confident you can accomplish, to lead you to your goal.

Then you need to stay focused and persistent on the next task at hand day after day, week after week, month after month, year after year, until, one day, your dream goal is reality.

Successful people who conquer their fear follow this simple formula. And through this, their confidence grows and their fear subsides. They repeat this process over and over and before they even realize it, nothing can stop them. They are fearless.

So today, I encourage you to step outside your comfort zone, try something new, talk to someone you don't know, and create a goal that you have always wanted to go after but until now didn't have the courage to pursue. Write the goal down with actionable baby steps you start on tomorrow — no, now! — to get your momentum building.

So back to the question I originally asked... What is fear?

Fear is an emotion. An emotion that we create, that constricts our ability to fully live, express ourselves, and contribute our unique gift to the world.

Let's banish it together.

Lesson I: Motivation and Confidence (Cont.)

What was your # 1 takeaway from the article?

What is potential self-efficacy goal for yourself?
(Remember a self efficacy goal is one that you don't believe you can reach yet.)

The next time you are feeling not motivated what small action will you do to help build that motivation back? (For example, write down a couple simple tasks and complete them.)

Lesson 2: Changing Limiting Beliefs

CHANGE YOUR BELIEFS - BY: BRI SEELEY

What are you currently desiring?

What are your current beliefs about this desire?	Do you want to keep these?	If no, what beliefs do you need to have to make this your reality?
1.	Yes / No	1.
2.	Yes / No	2.
3.	Yes / No	3.
4.	Yes / No	4.

Lesson 3.1: SMART Goals

When you create goals that are SMART (specific, measurable, achievable, realistic, and timely) you are more likely to achieve them.

Let's get some practice and adjust the following non-SMART goals into SMART goals. After you write your new SMART goal, write out why it is specific, measurable, achievable, realistic, and timely.

Example:

Non-SMART Goal : Do better in school.

SMART Goal : Get a 3.5 GPA this semester by getting A's in my AP English, Spanish, Chemistry, and History class. Get a B in my Honors Pre-Calculus class.

- **Specific:** 4 A's and 1 B
- **Measurable:** If I get 4 A's and 1 B I succeeded.
- **Achievable:** Yes. I believe I can.
- **Realistic:** I have been getting C's in math and B's in English; however if I work hard and study more I can reach this goal.
- **Timely:** I have to complete it before the end of the semester.

Non-SMART Goal #1: Do well in my math class.

SMART Goal #1: _____

- Specific: _____
- Measurable: _____
- Achievable: _____
- Realistic: _____
- Timely: _____

Lesson 3.1: SMART Goals (Cont.)

Non-SMART Goal #2: Get into a good college.

SMART Goal #2: _____

- Specific: _____
- Measurable: _____
- Achievable: _____
- Realistic: _____
- Timely: _____

Non-SMART Goal #3: Start a blog.

SMART Goal #3: _____

- Specific: _____
- Measurable: _____
- Achievable: _____
- Realistic: _____
- Timely: _____

Lesson 3.1: SMART Goals (Cont.)

Non-SMART Goal #4: Be healthy.

SMART Goal #4: _____

- Specific: _____
- Measurable: _____
- Achievable: _____
- Realistic: _____
- Timely: _____

Lesson 3.2: Value Vs. Effort

When setting and achieving goals, it is not only important to make sure they are SMART, but also to ensure you are focusing your time on tasks that provide the most value for the least amount of effort.

Below are a couple of hypothetical situations along with potential SMART goals to complete.

Help each person out by telling them which goals they should focus on that will provide the most value for the least amount of effort. Start out with “1” being the most important, “2” the second, “3” the third, “4” the fourth, and “5” the least.

Afterward, see how your rating match up to ours by taking the quiz in the online class!

Scenario #1:

Adriana is 16 years old and wants to eventually run her own jewelry business. She started to write down some SMART goals to complete by the end of this semester.

Help Adriana out by labeling the goals 1 thru 5 so she knows which goals are going to provide the most value for the least amount of effort.

Adriana's SMART Semester Goals	Importance
Create a company logo for her jewelry business.	
Create a website to showcase her jewelry.	
Create 10 pieces of handmade jewelry.	
Sell 10 pieces of jewelry by asking friends what they would like.	
Create a plan for how she is going to mass produce her jewelry.	

Lesson 3.2: Value Vs. Effort (Cont.)**Scenario #2:**

Albert is 17 years old junior and trying to get as many scholarships as possible for college. He had a 3.4 GPA and got an 1120 SAT score after studying for about a month. From his research, he realizes he can get the ASU Presidential Scholarship for \$36,000 if he increases his SAT score to 1300 or gets an ACT score to 31. He has never studied or taken the ACT. He started to write down some SMART goals to complete this semester.

Help Albert out by labeling the goals 1 thru 5, so he knows which goals are going to provide the most value for the least amount of effort.

Albert's SMART Semester Goals**Importance**

Sign up to take the ACT and hire a tutor for 3 months to help increase his ACT score.	
Sign up to take the SAT again and hire a tutor for 3 months to help increase his SAT score.	
Start applying to 1 private scholarship every two weeks.	
Increase his math grade from a B to an A by studying an extra 2 hours per week.	
Hire someone to review his scholarship essays.	

Lesson 3.2: Value Vs. Effort (Cont.)**Scenario #3:**

Julie has a 2.5 GPA and wants to raise it to a 3.0. She has failed several classes in the past and currently has 1 F (35%), 2 C's (76% & 78%), 2 B's (81% & 88%), and 1 A. She started to write down some SMART goals to complete this semester.

Help Julie out by labeling the goals 1 thru 5, so she knows which goals are going to provide the most value for the least amount of effort.

Julie's SMART Semester Goals**Importance**

Get a tutor to help increase her C's to a B.	
Get a tutor to help increase her F to a D.	
Sign up to retake one of the classes she failed at a community college so her grade is replaced.	
Studying an extra 2 hours per week to maintain her A.	
Hire an SAT tutor and study once per week to prepare for the exam.	

Lesson 4: Ten Areas of Life to Focus On

Reflect on the following ten areas of your life and rate yourself between 1 - 10, with 10 being DOING AMAZING, and 1, not that great.

Please note: At no time will every area of your life be perfect. Some areas may be more important to you than others. This exercise is here to help you reflect and decide what is important to you.

Professional

1) Growth & Learning Rating: _____

What are you doing to learn and educate yourself on topics? Are you following your curiosity and putting yourself in a position to make decisions analyzing the lesson you learned?

2) School > Career Rating: _____

How are your grades, standardized test scores, and extracurricular activities? Are you taking classes in school to learn rather than just get an A? Are you constantly looking for how the topics you learn in school connect to areas of life you are curious about?

3) Financial Rating: _____

What are your financial goals in the future and how do you plan on reaching them? Have you started to look at what the different pay is for degrees?

Lesson 4: Ten Areas of Your Life to Focus On (Cont.)

Personal

4) Family & Friends Rating: _____

What are you doing to strengthen your relationships with friends and family?

How are you growing closer with them and developing stronger bonds?

How are you taking charge to make things better?

5) Fun Rating: _____

What are you doing for fun? Are you actively seeking things to do on a weekly basis in order to free your mind from the daily grind? Do you allow yourself to have pleasure in your life?

6) Community Rating: _____

What are you doing to give back? How are you helping the community you live in?

Are you part of a group and taking on a leadership role, using your skills to help, etc.?

Lesson 4: Ten Areas of Your Life to Focus On (Cont.)**Health****7) Health & Fitness** Rating: _____

What are you doing to improve your health and well-being?

What are you doing to work out, what are you eating, etc?

8) Living Environment Rating: _____

How is your home/room environment? Do you keep your home/room clean, neat, and orderly, or is it chaotic, messy, and unsanitary?

9) Romance Rating: _____

What are you doing with your love life? Are you treating those you have romantic interactions with fairly? Are you opening yourself up and being vulnerable, taking chances, yet not settling and keeping your integrity and honesty intact?

10) Spirituality Rating: _____

Whether that be with God or not, what are you currently doing to develop your spirituality. Do you know who you are? Your identity, what you want, your strengths?

Lesson 5: Designing Your Life

Pretend it is Wednesday, June 15th, 20___. (10 years from today)

Write a small paragraph in how you envision your day going. Include as much imagery and adjectives as possible. Do you have a girlfriend/boyfriend, are you working as an engineer, entrepreneur starting a business, or maybe you are going to graduate school to become an attorney or med school to become a doctor.

Consider the following 10 areas before writing how you day went.

Please note: You don't have to include all the areas! In fact, it would be unrealistic to do so. You only have 1 day to write about, so just include the parts you'd like!

- *Professionally, where do you see yourself?*
 - 1) **Career:** What job are you working to work to today? Or maybe you are taking time off to travel around the world! Nothing wrong with that.
 - 2) **Growth & Learning:** Are you ending the night reading a book, listening to a podcast in your car on the way to work, etc?
 - 3) **Financially:** How well does your job pay? June 15th is payday! 😊
- *How does your personal life look?*
 - 4) **Family & Friends:** Are you meeting up with friends after work? Do you give your parents a call to see how they are doing?
 - 5) **Fun:** After work on Wednesday what are you doing? Are you in a volleyball club, softball league, etc?
 - 6) **Community:** Are you participating in any non-profit work? Maybe your job is a non-profit.
- *How does your personal life look?*
 - 7) **Health & Fitness:** Do you go for a run in the morning, meditate, go to the office gym during your lunch break, etc.?
 - 8) **Living Environment:** Where do you live? Are you in the city, country, an apartment, ect.?
 - 9) **Romance:** Do you have a significant other? Or maybe you are already married?
 - 10) **Spirituality:** What are your beliefs?

Lesson 6: Create Your Plan of Attack

Dream Goals (5 Years)

What steps do you need to take to make your dreams reality?

Goal: _____

Goal: _____

Goal: _____

Goal: _____

Possible Goals (1 Year)

What steps do you need to take to reach your 5-year goal?

Goal: _____

Goal: _____

Goal: _____

Goal: _____

Lesson 6: Create Your Plan of Attack (Cont.)

Quarterly Goals (3 Months)

Make sure your quarterly goals are SMART, take value vs. effort into account, you only create 1-2 goals starting out with an end date that lines up with one of the following quarters.

Every quarter we will create new quarterly goals.

Quarter 1: January 1st - March 31st

Quarter 2: April 1st - June 30th

Quarter 3: July 1st - September 31st

Quarter 4: October 1st - December 31st

Goal: _____

End Date: _____

Goal: _____

End Date: _____

Goal: _____

End Date: _____

Goal: _____

End Date: _____