

Educational Milestones and Goals Tool

This worksheet can help you set educational goals that can lead to a better job.

Date reviewed with worker (MM/DD/YY):

How was the worksheet completed? (Please check one.)

Phone In person

Client name:

Client phone number:

CIN:

Case number:

Do you have any unfinished training courses for a license or professional certificate?
(Please check one.)

Yes No

What kind of license or certificate is it?

Would you like to finish getting this license or certificate? (Please check one.)

Yes No

What was the name of the school or program you attended?

How many credits or credit hours have you completed?

Do you have any educational or employment goals? (Please check one.)

Yes Not now

If yes, what is your goal?

Examples: Get my HSE; become a Certified Nursing Assistant (CNA); attend college and earn an associate degree; be a commercial truck driver; start my own business; work in the fashion industry.

Set S.M.A.R.T. Goals

Specific: Be clear about what you want to do.

Example: I want to enroll in a Certified Nursing Assistant program by the end of this month.

Measurable: Can you tell people about your goal using numbers—how many, how long?

Example: I will practice speaking English with my kids for 45 minutes each day for the next month.

Achievable: Can you break down a long-term or large goal into smaller steps?

Example: I will fill out my application for the GED program by August 1 and apply for financial aid to pay for the course by August 15.

Relevant: Does completing this goal help you get closer to finishing your education?

Example: I will attend an 8-week training program to get a Commercial Driver's License.

Time-bound: When do you want to be done with your goal?

Example: I will finish my GED by October so I can be ready to start the plumber's apprentice program in January.