

**ADULT BASIC EDUCATION**

**PERSONAL GOALS CHECKLIST**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**WORKER GOALS:**

	CAN DO	CAN DO WITH HELP	CAN'T DO	WANT TO DO	NO INTEREST
<b>PREPARING TO WORK:</b>					
Understand help wanted ads					
Research career options					
Enter a job training program					
Pass a test for a job					
Fill out a job application					
Write a resume and cover letter					
Learn to handle a formal job interview					
<b>IMPROVING SKILLS FOR THE JOB:</b>					
Learn to type					
Demonstrate basic computer skills					
Complete work forms					
Read and understand manuals					
Read and understand workplace signs, notices, memos					
Read and understand paycheck stub					
Write memos/notes/messages at work					
OTHER:					

**COMMUNITY GOALS:**

	CAN DO	CAN DO WITH HELP	CAN'T DO	WANT TO DO	NO INTEREST
<b>FOR ACCESS:</b>					
Use library resources					
Read the newspaper					
Learn about the candidates for public office					
Understand political issues					
<b>FOR VOICE:</b>					
Register to vote					
Vote					
Write a letter to the editor					
Get more involved in church					
Join a civic group or committee					
<b>FOR INDEPENDENT ACTION:</b>					
Get a driver's license					
Read signs & maps					
Read menus					
Use the telephone book					
Read transportation schedules (bus, train, airplane)					
Volunteer in the community					
OTHER:					

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NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

### FAMILY GOALS:

WANT TO BE ABLE TO:	CAN DO	CAN DO WITH HELP	CAN'T DO	WANT TO DO	NO INTEREST
Make and follow a budget					
Organize financial records					
Understand how bank accounts work					
Understand housing issues (tenant rights, billing)					
Comparison shop and use coupons					
Complete a tax form					
Use recipes					
Write for pleasure (letters, poetry, journal, stories, other)					
<b>WOULD LIKE TO KNOW ABOUT:</b>					
Educational activities for children					
Disciplining children					
Improving children's self esteem					
Helping children in the public school system					
Good nutrition					
Family counseling					
Alcohol/drug abuse treatment resources					
Family abuse resources					
Health care resources (vision, dental, medical)					
Learning styles and personality styles					
Handling stress					
<b>PARENTING GOALS:</b>					
Read to children regularly					
Help children with homework					
Volunteer in child's school					
Read and write notes for child's school					
<b>OTHER:</b>					