

**Learner Name** \_\_\_\_\_



## ROLES & GOALS

**Tutor Name** \_\_\_\_\_

It's time to set goals for the first time or to update the goals that were set several months ago. Remember, this is not a check-list, instead have a conversation with your learner about desired goals. If you are reviewing previously-set goals, use this form to indicate whether you are making progress on them; whether you've met the goals; or whether they are no longer of interest. Finally, set any new goals and add any additional information that is significant in the life of the learner with regard to his/her basic skills. Use dates (month/year) to indicate set and met goals. Please contact literacy office for more information.

<b>My goals as a life-long learner:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>	<b>My goals as a worker:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>
Learn the alphabet, letters and sounds				Search want-ads/on-line			
Read a book, newspaper or magazine				Fill out a job application			
Write a letter				Write a resume			
Learn to type/use computer keyboard				Interview for a job			
Write, send and receive e-mail/use the internet				Get a job or get a better job or promotion			
Get a library card				Perform current job tasks better			
Check out or use library items regularly				Read a work-related manual			
Pass part of all of the GED, TOEFL, etc.				Obtain a license or certificate			
Get accepted to college/training program							
<b>Other goals in the life-long learner role:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>	<b>Other goals in the worker role:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>

  

<b>My goals as a family member:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>	<b>My goals as a community member/citizen:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>
Write checks/pay bills				Access community services/resources			
Read health education information				Speak to others about the literacy program			
Read medicine labels				Get involved with a community issue			
Read recipes/shop for ingredients				Get a driver's license			
Share a book with children*/family				Prepare to vote (read Easy Voter Guide, register)/vote			
Help children with homework				Become a volunteer			
Interact with the school/with teachers				Pass the Citizenship Test			
<b>Other goals in the family role:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>	<b>Other goals in the community member role:</b>	<b>Date Goal Set</b>	<b>Making Progress</b>	<b>Date Goal Met</b>

*\*\*Children\*\* can refer to your own, your relative's children or any other children with whom you interact.*

**Unanticipated Achievements (other things I have accomplished since the last Roles & Goals review):** \_\_\_\_\_

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