

Learner Name _____

Tutor Name _____

REPORT PERIOD:
7/1/19-
6/30/20

Newport/Mesa ProLiteracy
a program of the Newport Beach Public



ROLES & GOALS

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 checklist, 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.

My goals as a life-long learner:	Date Goal Set	Making Progress	Date Goal Met	My goals as a worker:	Date Goal Set	Making Progress	Date Goal Met
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							
Other goals in the life-long learner role:	Date Goal Set	Making Progress	Date Goal Met	Other goals in the worker role:	Date Goal Set	Making Progress	Date Goal Met

My goals as a family member:	Date Goal Set	Making Progress	Date Goal Met	My goals as a community member/citizen:	Date Goal Set	Making Progress	Date Goal Met
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			
Other goals in the family role:	Date Goal Set	Making Progress	Date Goal Met	Other goals in the community member role:	Date Goal Set	Making Progress	Date Goal Met

*"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): _____

