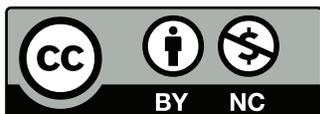


Planning

Setting Personal Goals

OPEN SCHOOL BC

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Table of Contents

Viewing Your PDF Learning Package	iv
Overview: Section Organization	v
Setting Personal Goals	1
Lesson A: Brainstorming Career Options	3
Lesson B: Life After Graduation: The World is Your Oyster	6
Lesson C: Goal Setting: Let Your Dreams Take Flight	8
Appendix: Making Decisions	11

Viewing Your PDF Learning Package

This PDF Learning Package is designed to be viewed in Acrobat. If you are using the optional media resources, you should be able to link directly to the resource from the pdf viewed in Acrobat Reader. The links may not work as expected with other pdf viewers.



Download Adobe Acrobat Reader: <http://get.adobe.com/reader/>

Overview

Section Organization

Lessons

Lessons have a combination of reading and activities to give you a chance to process the material while being an active learner. Each lesson is made up of the following parts:

Activities

Throughout some lessons you see self-checking activities.

If your learning package contains self-check activities, you will mark these activities using the solutions at the end of the section.

Lesson Summary

This is a brief summary of the lesson content as well as some instructions on what to do next.

At the end of this section you will find:

Solutions

This contains all of the solutions to the Activities that require them.

Icons

Throughout the section you will see a few icons used on the left-hand side of the page. These icons are used to signal a change in activity or to bring your attention to important instructions.



Planning online resource (optional)

This indicates a resource available on the internet. If you do not have access, you may skip these sections.



Solutions

Setting Personal Goals

How close are you to deciding what you want to do after graduation? In this section, you will link what you know about yourself to some of the thousands of occupations out there, and explore the post secondary options available to you. Listening to some advice from those who have “Been There...Done That,” and learning about goal setting will help you prepare a realistic action plan for the next few months, maybe years!

In this section you will:

- Use goal-setting strategies to develop a plan for post-graduation.
- Seek out labour market information that relates to jobs in your area of interest.

Lesson A

Brainstorming Career Options

Overview

This is your chance to link what you know about yourself to some of the thousands of occupations out in the world. Being open to many possibilities might mean something comes up that you never imagined!

Finding Your Career Passions

"Since everybody is an individual, nobody can be you. You are unique. No one can tell you how to use your time. It is yours. Your life is your own. You mold it. You make it."

Eleanor Roosevelt

What do you know about yourself? Are you an introvert? An extrovert? Logic smart? Word smart? People smart? Are you drawn more to trades and technology or is the health and human services field of more interest to you?

Activity 1

Brainstorming for Careers

Now is the time to take what you know about your interests, your work values, and your traits and seriously think about as many possible career options that you can. Remember, you are thinking about the rest of your life and nothing is impossible!

For this activity you will be using brainstorming strategies. You can do this activity yourself or with another person.

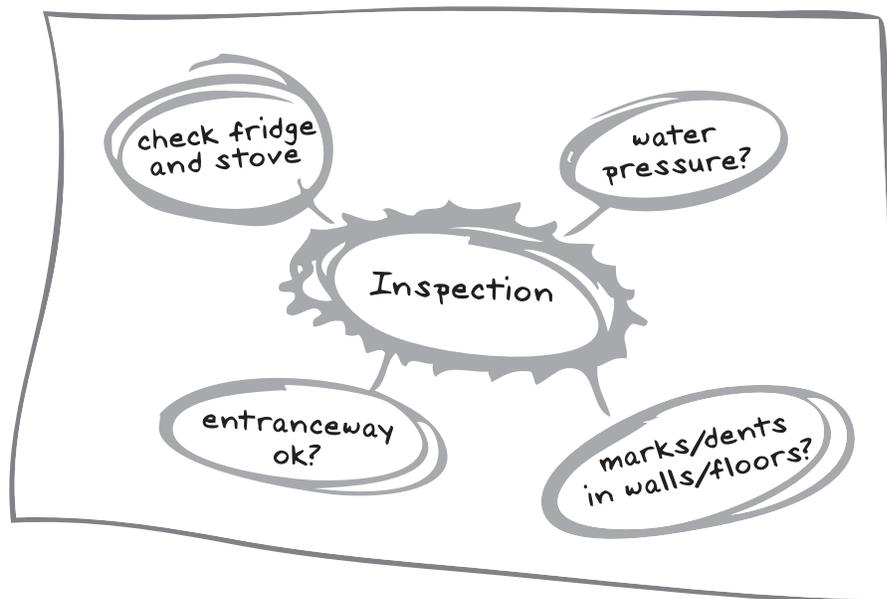
These are the principle rules of brainstorming:

- Include all your ideas—even the ones that seem far fetched
- All ideas are valuable
- Don't criticize any ideas

LESSON A: BRAINSTORMING CAREER OPTIONS

- Piggyback on other ideas
- Produce quantity not quality
- Have fun!

Create a **cluster diagram** by putting the topic in the middle of a page and drawing a circle around it. Think of words that are associated with the topic and write them down on the page. Write as many words as come to mind. To show the connection between the words and the topic, draw a line between them. The line should go from each word to the outer part of the circle.



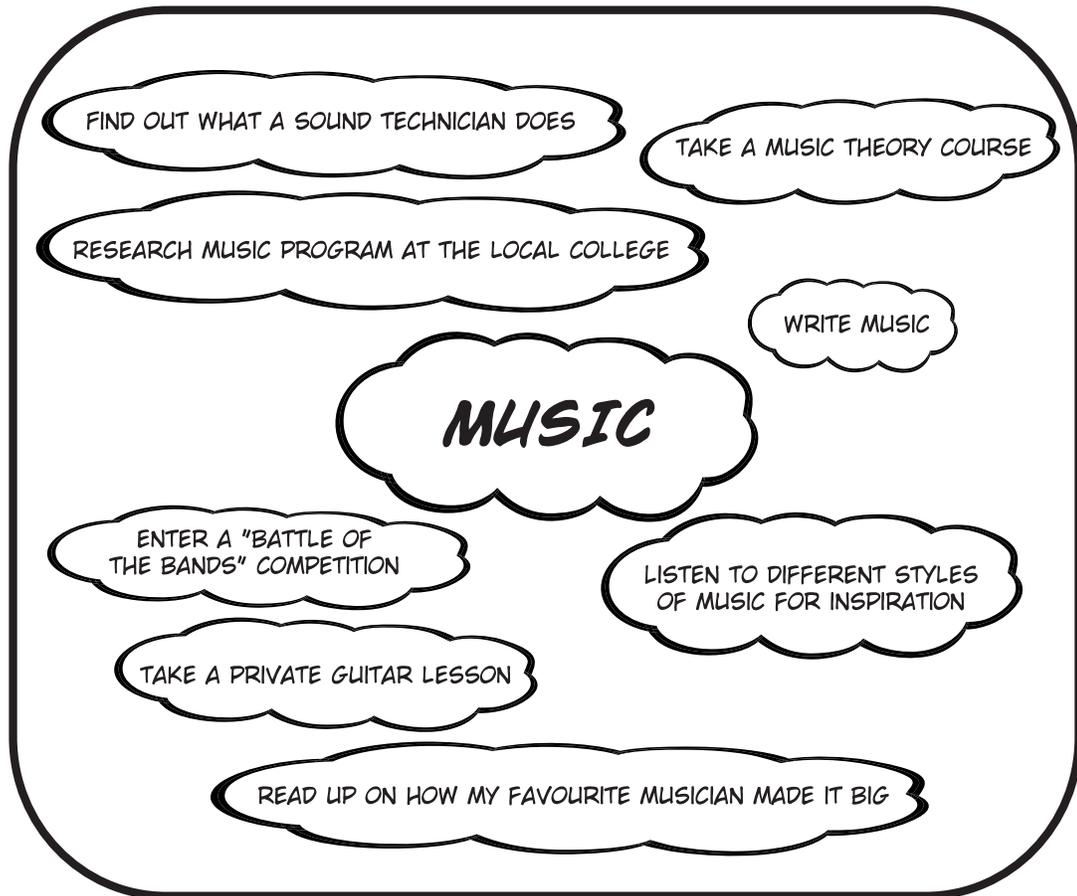
If you have access, view the *Making Decision* media on Brainstorming (<http://media.openschool.bc.ca/osbcmmedia/pl10/pl106/pl1061--h001.html>).

Here is an example of how you might proceed with the activity.

I Want it Now!

You already know what you want to do and you want to start now, before you are out of school. Brainstorm ways of kick-starting your future.

“Music has always been my passion! Ever since I can remember I loved playing instruments and enjoyed listening to music. I want to work in the music industry. These are my ideas from my brainstorming:”



1. Now it is your turn. If you have completed the Planning Section *Building Career Self-Awareness*, check through your Personal Profile and start jotting down ideas that pop out at you from this information, otherwise make notes about what you know about yourself under these headings:

LESSON A: BRAINSTORMING CAREER OPTIONS

- I am interested in...
- I like to work...
- I am often found...

This is the beginning of your brainstorm.

2. If possible, invite someone to join you in brainstorming career ideas for you. Remember to jot down all the ideas that come, no matter how crazy.
3. After you have exhausted your thinking, take your ideas and create an idea map with them. Don't be surprised to find more ideas coming to you as you create your idea map.
4. After you have completed your idea map, choose your favourite three or four career options and write them down. Do your choices link with your skills, aptitudes, and interests? Do they excite you? You will use these career options in the following lessons.
5. Answer the following questions:
 - a. Did you follow the brainstorming principles? If not, what hindered you?

- b. Were the brainstorming results useful? Why?

c. Which ideas were most useful? Why?

d. What would you do differently next time? Why?

Summary

Completing this lesson has helped you to:

- Identify three possible career options using brainstorming techniques.

Lesson B

Life After Graduation: The World is Your Oyster

Overview

Now that you've brainstormed a few career ideas...daydream. Imagine yourself a few years in the future in a post-secondary school or training program. Where are you? What are you doing? Are you attending university, college, or technical school? Are you in an apprenticeship program? Is it close to home or in another city? What courses are you taking? How do you feel about where you are? This lesson will help you explore the many options available and choose two that might work for you.

Find Your Career Passions

"Our thoughts and imagination are the only real limits to our possibilities."

Orison Marden

Statistics tell us that the more education people have, the more choices they will have in the job market, the less time they will spend unemployed and the greater their job satisfaction. According to employment forecasts, a high school diploma will be the minimum requirement for 80 percent of all jobs. Other predictions state that those without a high school diploma will spend 35% of their time being unemployed.

However, don't let the thought of more time in school scare you off. There are many different post secondary programs in a variety of fields. And there are many different ways to take these programs. In this lesson you will learn about some of these.

Apprenticeship programs—trades certification

University—degrees

Business schools—secretarial arts and computer training certification

Colleges—diploma, some offer degree programs

Technical school—diploma

Summary

Completing this lesson has helped you to:

- Identify available post secondary options and educational opportunities.
- Match your interests to options for post secondary education.

Lesson C

Goal Setting: Let Your Dreams Take Flight

Overview

What is a goal? A goal is something you want to achieve or accomplish. Recording goals and creating an action plan will help you realize your dreams for the future. In this lesson you will learn about short- and long-term goal setting. Are you ready to set some goals, take action, and move toward them?

Decision Making

"Your goals are the road maps that guide you and show you what is possible for your life."

Les Brown

You may be closer to deciding what you want to do after graduation, but you might not be. That's okay! After thinking about your career options and goals, you will have a better sense of yourself, your likes and dislikes, your talents, and some new ideas about your future possibilities.

You can help yourself sort out the endless options that seem to be possible by doing some work to clarify your goals. This can help focus your thinking. You will then be able to make key decisions and design action plans for yourself. Graduation will not seem so scary after you have done this!

Setting Goals

The purpose of setting goals is to achieve our desires. But how can you set goals so that they are achievable and don't set you up for defeat?

Here are a few goal setting guidelines:

- Make sure the goals you set are achievable for you.
- Write down your goals.
- Don't set too many goals at a time.

- Your goals should be meaningful to you, not what others expect of you.
- Write an action plan of how you're going to reach your goals.
- It's okay if your goals change—expect interesting detours. The world is always changing and so can you!

A **short-term goal** is something you want to achieve in the near future—tomorrow, next week, or next month. Examples of short-term goals are joining a fitness class to get into shape, spending more time with a grandparent, practicing piano regularly, or volunteering at the food bank.

What do short-term goals that are designed to accomplish career goals look like? They might include making sure you complete assignments on time or studying hard for tests. They could mean taking the appropriate high school courses so that your chances of getting into college or university are better. They might mean learning as much as you can about a trade so that you can tell whether or not you might be interested in it as a future career.

Long-term goals are goals you want to accomplish about two years down the road or even longer. These goals keep you headed in the right direction and can provide a sense of greater purpose, and something exciting to work toward.

Often short-term goals lead to long-term goals. For example, setting a goal of doing well on tomorrow's test will help with the goal of passing the course, which will lead to the long-term goal of graduating.

Can you think of long-term goals that you might have that are related to your career choices?

Activity 1

Creating Goals

Use this activity to start identifying your short-term and long-term goals.

1. Write down three short-term goals that you would like to achieve.
2. Check your short-term goals. Are any of them concerned with career choices? If not, write one more short-term goal that is concerned with a career choice.
3. Now write down three long-term goals. One of these should be concerned with future career choices.
4. Now take one of your short-term goals and one of your long-term goals and describe a plan for how to can accomplish each one of them.
5. Test your action plans by asking yourself this question: Is this plan doable?

Summary

Completing this lesson has helped you to:

- Describe short and long-term goals.
- Identify your education and career goals.

Appendix

Making Decisions

Brainstorming Strategies

We all have difficulty making good decisions. Sometimes friends pressure us or we don't have enough time. Other times we just make the same old decision, not realizing that we have many more choices. These strategies will help you discover ways of making better decisions. You will be able to use these skills for the rest of your life. In this section, you will find out about three important strategies that you can use right now to solve difficult decisions.

Brainstorming Strategies	Pros & Cons Strategies	Step-by-step Strategies
A process you can use to let your mind float free and explore many different possibilities.	A strategy that helps you compare the pros and cons of a choice by weighing the advantages (pros) and disadvantages (cons) of it.	A problem-solving process that helps you make a plan of action. You will find this strategy useful for making those tough relationship decisions.

Brainstorming Instructions

In Brainstorming, the idea is to produce as many ideas as you can, and quickly! No one idea is treated better than any other idea at the start. Later on, you can evaluate your ideas.

Example: Kelly and her friends are planning a camping trip. They just don't know where to go. So they have a brainstorming session: Kelly writes down every idea that comes up, no matter what it is. Does she think it's too far? Doesn't matter, she puts it on the list. Does she think it's not good for tent camping? They'll think about that later—it goes on the list.

These are the guidelines for brainstorming:

- Produce lots of ideas.
- Treat all ideas as valuable.
- Piggyback on other ideas.
- Don't criticize ideas. If you strongly disagree with an idea or think it is immoral, just give another idea.

- Always write down the ideas, whether you are working with a group or by yourself.
- Don't involve storytelling or questions.
- Don't leave out any ideas.

After the initial brainstorming, you'll want to narrow down your list of ideas. If you are doing this for a your own decision, you'll want to sort out the best 3 or 4 ideas on your own to find that very special idea that will work. But when you use brainstorming to arrive at a group decision, the whole group needs to decide on the best 3 or 4 ideas before choosing one.

For our example, Kelly is deciding where to go camping with her friends, they will all want to make the final decision together.

Tips for sorting your brainstormed ideas:

- Sort to find the best 3 or 4 ideas. Then, find the best idea of all.
- To help you sort through the ideas from your brainstorm, you may want to use the Step-by-Step or the Pro & Con Strategy

Pros & Cons Strategy

The pros & cons strategy helps you compare the pros and cons of a choice by weighing the advantages and disadvantages of it. Pros & cons is useful for analyzing such things as financial plans and problems.

To learn about this strategy, we'll use an example decision: *whether or not to buy a car*.

Imagine you're thinking of using your savings to buy a car. But for the car you want, you'd also need to borrow some money. Your bank has agreed to lend you the \$2000.00 you need. Should you buy the car?

1. First, draw a diagram with advantages on one side and disadvantages on the other side.
2. Next think of all the advantages buying a car will give you.
3. Then list the disadvantages.

Advantages	Disadvantages
<ul style="list-style-type: none"> • build a credit rating 	<ul style="list-style-type: none"> • have to earn the money for insurance and upkeep
<ul style="list-style-type: none"> • more independence 	<ul style="list-style-type: none"> • have to make payments and if can't will lose credit rating
<ul style="list-style-type: none"> • help out the family 	<ul style="list-style-type: none"> • have to use my savings
<ul style="list-style-type: none"> • return favours to friends 	<ul style="list-style-type: none"> • may get in an accident
<ul style="list-style-type: none"> • don't have to take the bus to get to my job 	<ul style="list-style-type: none"> • have to spend time taking care of it
	<ul style="list-style-type: none"> • my family would rather I save the money

4. Now review your lists and determine whether there are any points to reconsider. For example, the disadvantage “spend time taking care of it” could become an advantage because you will be learning a new skill. Move that to the other side of the list.

Advantages	Disadvantages
<ul style="list-style-type: none"> • build a credit rating 	<ul style="list-style-type: none"> • have to earn the money for insurance and upkeep
<ul style="list-style-type: none"> • more independence 	<ul style="list-style-type: none"> • have to make payments and if can't will lose credit rating
<ul style="list-style-type: none"> • help out the family 	<ul style="list-style-type: none"> • have to use my savings
<ul style="list-style-type: none"> • return favours to friends 	<ul style="list-style-type: none"> • may get in an accident
<ul style="list-style-type: none"> • don't have to take the bus to get to my job 	<ul style="list-style-type: none"> • <i>have to spend time taking care of it</i>
	<ul style="list-style-type: none"> • my family would rather I save the money



5. Next, assign a score from 1 to 5 to each of the factors according to how strongly you feel about them. For example, if you feel very strongly about independence, give that a 5. After you've ranked every factor, add up the totals for both sides:

Advantages	Disadvantages
2 build a credit rating	5 have to earn the money for insurance and upkeep
5 more independence	2 have to make payments and if can't will lose credit rating
3 help out the family	5 have to use my savings
3 return favours to friends	1 may get in an accident
3 don't have to take the bus to get to my job	2 my family would rather I save the money
1 have to spend time taking care of it	
= 17	= 15

6. Now make a decision based on what you've learned from going through the Pros & Cons process.

Step-by-Step Process

What is the Step-by-Step process? A problem-solving process that helps you make a plan of action

7 steps of the step-by step process:

- Identify the problem** You always know when you have a problem, when you don't know what action to take.
- Examine the problem and the possible solutions.** At times you may think you have no other solution but the one in front of you—but there is usually something else that you could do.
- Identify choices** Choose what you think are the three best choices. With practice, this part gets easier and quicker.
- Identify Consequences** Once you are pretty clear about the options, you still need to check out the consequences of each one. This will lead to a final decision.

Select choice	Make a choice based on clear thinking. Sometimes you may have to take chances on things such as whether or not your parents can pick you up.
Act	Once you've made your choice, act on it.
Evaluate	Take time to think about the way you reached a decision and decide whether or not it worked out well

Summary

Confused about which strategy to use? Your decision will depend on what suits your personality as well as the situation you face. Good luck, and good decision-making!

How do I decide which strategy to use?

What suits my personality?

What suits my situation?

Brainstorming Strategies	Pros & Cons Strategies	Step-by-step Strategies
<ul style="list-style-type: none"> • Excellent for exploring many possibilities • Useful for generating new ideas • Can be done with a group or alone • Lets you explore a wide range of choices, but not make a final decision 	<ul style="list-style-type: none"> • Good for choosing between two things • Weighs advantages and disadvantages of choices • Useful in making a final decision 	<ul style="list-style-type: none"> • Good way to address difficult and complex problems • Helps you make a plan of action