**Template for Constructing Goals and Objectives**

**Goal:**

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| 1. Do or learn something Specific | I Will: |
| 2. Identify your need to improve a skill or habit\*\***M**a) How will you attain this goal?b) How will you know when you have reached the goal? What is the specific task you will be able to complete to demonstrate your learning?**A** |  |
| 3. From Present level of performance on**R**Who will evaluate your learning, and how will they evaluate you? | **From on \_\_ \_\_\_\_\_\_\_\_***(Present Date)**Who will evaluate my present performance:* |
| 4. To Projected level of performance by**T**How well was the task completed?Provide an assessment | **To \_ by \_\_ \_\_\_\_\_\_\_\_***(Present Date)**Who will evaluate my projected performance:* |

**Objective:**

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| **Progress**  | **1. Condition** | **2. Observable Behaviour** | **3. Criteria** |
| With what materials and under what circumstances should I be able to reach this goal? | What should I be able to do after instruction, observation, practice and modelling? How can I demonstrate my learning? | How well should I be able to do it after instruction, observation, practice and modelling? Who evaluates? |
| **Week 1** |  |  |  |
| **Week 2** |  |  |  |
| **Week 3** |  |  |  |
| **Week 4** |  |  |  |
| **Week 5** |  |  |  |
| **Week 6** |  |  |  |

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| \*\*See your Evaluation Criteria and the specific Job related skills and levels for assistance with this step |
|  <http://www10.hrsdc.gc.ca/es/English/search_occupation_name.aspx> See also The Ontario Essential Skills website:  http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayEssentialSkills.xhtml |  |

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