

Goal-Setting

Goal-Setting is a very important part of growing up and learning how to achieve success in life! Throughout our lives we set short and long-term goals. A short-term goal is one you can achieve within a year, whereas a long-term goal is one that takes longer than a year to accomplish. However, when we set long-term goals, we can take that goal and set smaller short-term goals that will help us along our way to one day achieve the larger long-term goal.

Follow this process when setting and achieving your goals:

Name it

When you are naming a goal for yourself you want to make sure it is:

Personal – It matters to you!

Possible – You have the time and resources to accomplish it!

Positive – It is something you *want* do not something you want to *stop* doing!

Specific – It is measurable by an end date or an accomplishment so you know you achieved it!

Picture Yourself Achieving It

Day dream or draw a picture of yourself achieving your goal. This helps encourage and motivate you to work towards your goal.

Tell Yourself "I Can!"

Remind yourself that you are amazing and can accomplish the goal you set out to accomplish!

Think Through How to Do It

Make a list of steps you need to take to achieve the goal

Go for It!

Go for your goal!

Celebrate Your Success

It's important to celebrate your success in achieving your goals. This will help motivate you to reach more goals throughout life!

Note for the Family:

Sir Isaac Newton may have invented Calculus while in quarantine during the plague, and I don't know about you, but I've never been the biggest fan of calculus. You do not have to make the most of this crisis. Taking care of yourself and your loved ones, is productivity enough.

What will you do this week to take care of yourself?

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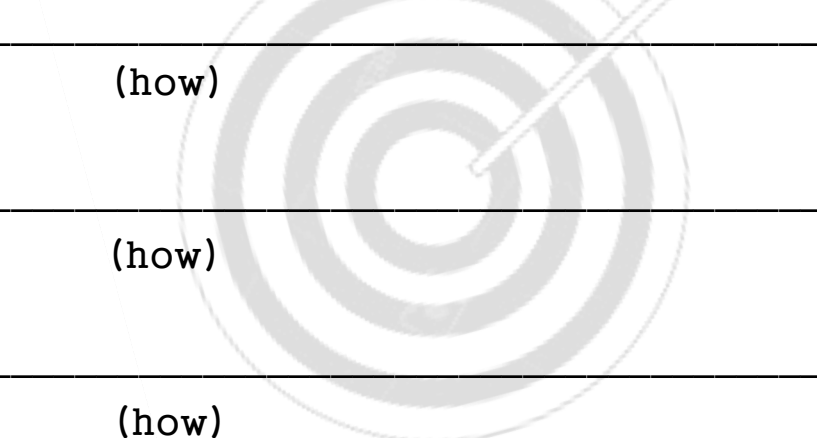
I Can Reach My Goals

3 Important Questions:

1. What exactly do you want to accomplish?
2. When do you want to accomplish it?
3. How do you plan to accomplish it? What steps will you take?

My goal is to _____ by _____.
(what) (when)

I plan to do this by:

1. _____
(how)
 2. _____
(how)
 3. _____
(how)
- 

Draw a picture of you reaching your goal!

Confidence & Self-Esteem

There is no one else in existence who is exactly like you... that's pretty cool!

A **strength** could be something you are good at doing, a class you excel at, or even a hobby you enjoy. It's important for us to know what our strengths are because they help motivate us and help to build our confidence.

Confidence is having a belief in yourself and your abilities. Confidence is not always something that comes naturally; it is something we must work on building. Having confidence in ourselves helps motivate us to work towards our goals.

Self-Esteem also has a large impact on who we are as self-esteem refers to how you understand and value yourself. It is possible to have good or bad self-esteem and this can sometimes change day to day. When we have bad self-esteem, we feel less motivated and even at times discouraged from believing in ourselves. This is why it's important to build your self-esteem so you can feel confident in yourself and your abilities.

Self-Talk refers to the way we communicate with ourselves. Sort of like the things we say inside our heads. When we fill our heads with negative thoughts it has a direct impact on how we feel and how we act. We may act out or become very upset over something we said to ourselves. Instead, we want to fill our heads with positive thoughts and try to see the bright side of things. This helps keep our feelings and actions positive as well.

We are each unique with different strengths that make us who we are.

Everything about **YOU** is special!

Note for the Family:

Framing is the mindset that we have when we approach different circumstances in life. When two people come across an obstacle neither one of them will ask the same question. They each give a unique outlook on overcoming the obstacle.

Reframing is a technique used to provide yourself with a new way of looking at a situation, a person, or a relationship. For example, let's say someone did not receive a promotion they thought they deserved and is now understandably upset. By focusing on the positive that can come from not getting a promotion they can see that it allows for more family time and with continued hard work, they may be able to get a promotion next year.

Next time you find yourself frustrated at a situation, how can you reframe it so that you can tackle it from a positive perspective?

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Making My Self-Concept Strong



DIRECTIONS: Write three of your strengths in Box #1. Then, write three of your weaknesses in Box #2. Lastly, in Box #3, write positive actions to improve your weaknesses.

#1: My Strengths	#2: My Weaknesses	#3: Positive Actions to Improve My Weaknesses
1.	1.	1.
2.	2.	2.
3.	3.	3.

Organization & Time-Management

Organization refers to the ability to use your time, energy, and resources in an effective way so that you can achieve the things you want to. These skills are important in accomplishing goals and being successful. Staying organized is not always easy and does not come naturally to everyone. Especially now as we are all in our homes and having to adjust to a new way of completing school work and staying on top of hobbies. It's important to know that organization looks different to everyone. As long as you have a system that works for you to accomplish tasks on time and efficiently than you have organization skills.

Time Management is the ability to plan and control how you spend your time effectively to complete and accomplish your goals. Managing your time and being organized go hand in hand; you can't have one without the other. Finding a time management strategy that works for you may take some trial and error at first. However, once you figure out what works best for you, you will be amazed at how productive you can be!

Procrastinating is waiting until the last minute to complete something, or continuously putting something off. Procrastinating is an unhealthy way to manage your time and usually ends up with you missing an assignment or rushing to get it done right before it's due.

Some techniques to manage your time and stay organized are:

Create deadlines for yourself
Make a to-do list
Make a schedule
Focus on one thing at a time

Color code your tasks
Organize your environment
Avoid distractions (tv, phone, etc.)
Reward yourself after each task

Note for the Family:

Goals fall under two categories: outer goals and inner goals. Outer goals are those that appear successful to those around us, such as the goal to bake someone's favorite dessert this week. You will feel accomplished because you did what you set out to do, but the goal was oriented towards others.

With inner goals, you become the main focus. These are the goals that focus on how *you* will feel when you complete it! A great example of an inner goal is planning for *and* following through with taking a relaxing bath after the work day.

Sometimes goals can be both but inner goals should be your main focus!

What will you be planning for yourself this week?

Fill in this schedule with your daily activities and then color the boxes to stay organized!

My Daily Schedule



<i>Time</i>	<i>Task</i>
<i>7:00 am</i>	
<i>8:00</i>	
<i>9:00</i>	
<i>10:00</i>	
<i>11:00</i>	
<i>12:00 pm</i>	
<i>1:00</i>	
<i>2:00</i>	
<i>3:00</i>	
<i>4:00</i>	
<i>5:00</i>	
<i>6:00</i>	
<i>7:00</i>	
<i>8:00</i>	
<i>9:00</i>	

Use the following colors to organize your schedule:

Color the boxes for schoolwork – BLUE

Color the boxes for meals – RED

Color the boxes for hobbies/things you enjoy doing – GREEN

Color the boxes for outdoor fun – YELLOW

Color the boxes for family time – ORANGE

Color the boxes for rest/sleep – PURPLE

Other _____ – BROWN

Quick Tips for Time Management:

- ◆ Schedule the activities that are most important first, such as school, meals, etc.
- ◆ Remember to take breaks
- ◆ Focus on one thing at a time
- ◆ Find what works for you!