

R E P R O D U C I B L E S

# Take Action The Lessons

Laura Huber Marshall . . . . .	University of Colorado at Colorado Springs
James E. Martin . . . . .	University of Oklahoma
Laurie Maxson . . . . .	Colorado Springs School District #11
Wanda Hughes . . . . .	Fountain-Ft. Carson School District #8, Fountain, CO
Terry Miller . . . . .	Idaho State University, Pocatello, ID
Toria McGill . . . . .	Harrison School District #2, Colorado Springs, CO
Patty Jerman . . . . .	Colorado Springs School District #11
(Note: The first edition of this project was partially funded by U.S. Department of Education, Office of Special Education and Rehabilitative Services, Grant #H158K10040.)	

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ISBN 13-digit: 978-1-57035-196-9  
ISBN 10-digit: 1-57035-196-1  
JDE #: 109014/06-10

*Illustrations by Lee Woods*



— *The* —  
UNIVERSITY  
— *of* —  
OKLAHOMA

*Zarrow Center for Learning Enrichment*

## Take Action Steps

### Steps for Accomplishing a Goal

Name \_\_\_\_\_ Date \_\_\_\_\_

Write the steps in the correct order on the blanks.

**STEPS:** Act Adjust Plan Evaluate

- 1.** \_\_\_\_\_
- 2.** \_\_\_\_\_
- 3.** \_\_\_\_\_
- 4.** \_\_\_\_\_

# Breaking Down Long-Term Goals

Name \_\_\_\_\_ Date \_\_\_\_\_

## **Long-Term Goal** *What you want to accomplish*

Write your long-term goal in the box below.

## **Short-Term Goals**

*Smaller goals leading to your long-term goal you can start working on this week*

Write your short-term goals in the boxes below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the short-term goal a smaller goal that will lead to your long term goal?      yes      no

Is the short-term goal one you can work on this week?      yes      no

## **Sequence**

*Do your short-term goals need to be completed in a certain sequence? If yes, number them in that sequence on the lines below the boxes.*

# Roland Coaster's Breaking Down Long-Term Goals

## Roland Coaster's Story

Roland wants to spend his birthday with his friends at Joy Rides Amusement Park. He went there with his friend John on John's birthday and it was really fun. The problem is Roland doesn't know how to get there, when it's open, or how much it costs. To go, he'll need to get that information.

### Long-Term Goal *What you want to accomplish*

Write your long-term goal in the box below.

Spend my birthday at the amusement park

### Short-Term Goals

*Smaller goals leading to your long-term goal you can start working on this week*

Write your short-term goals in the boxes below.

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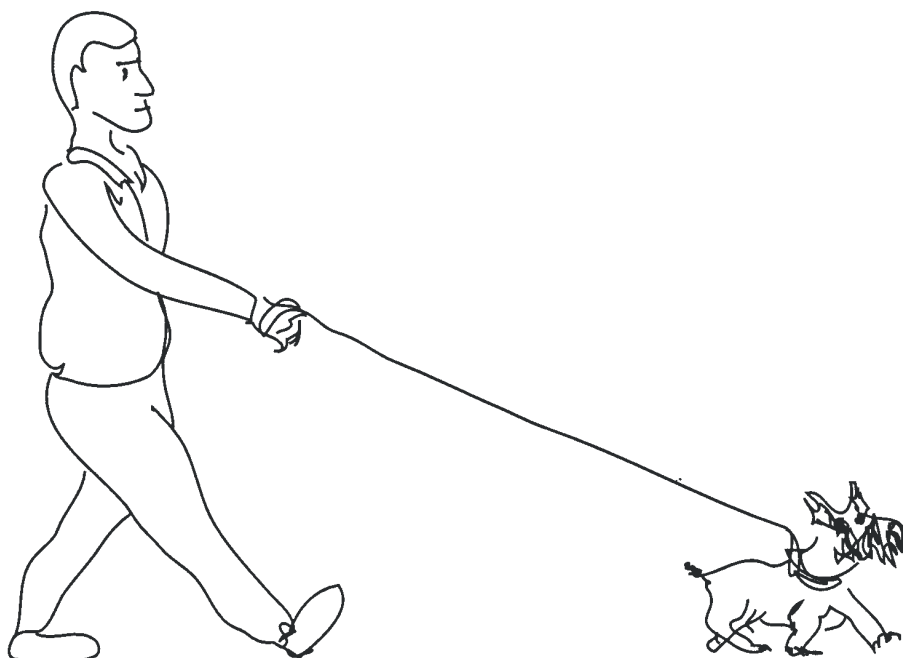
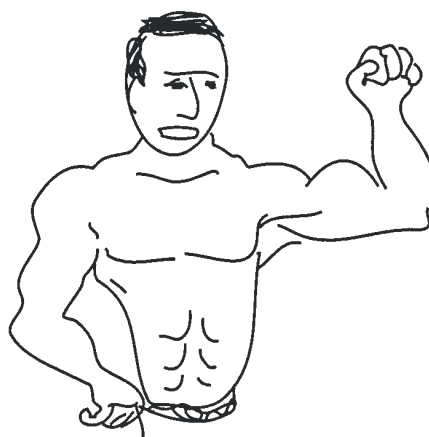
Is the short-term goal a smaller goal that will lead to your long term goal?      yes      no

Is the short-term goal one you can work on this week?      yes      no

### Sequence

*Do your short-term goals need to be completed in a certain sequence? If yes, number them in that sequence on the lines below the boxes.*

## Short-Term Goal: Exercise Regularly



# Take Action Plan Parts

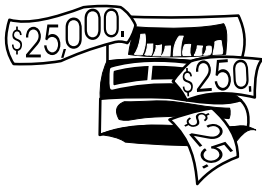
Name \_\_\_\_\_ Date \_\_\_\_\_

## Directions

On the lines below, write the question you will ask yourself when you are completing each part of your plan. Remember, your plan is the first step in the *Take Action* process to accomplish your goal.

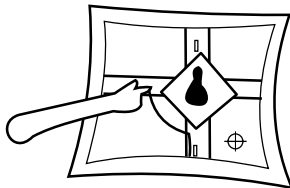
### Plan Parts

### Question I ask myself



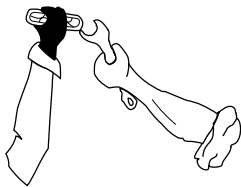
*Standard* \_\_\_\_\_

*Motivation* \_\_\_\_\_



*Strategy* \_\_\_\_\_

*Schedule* \_\_\_\_\_



*Support* \_\_\_\_\_

*Feedback* \_\_\_\_\_



# Kristal's Breaking Down Long-Term Goals

Name Kristal Date June 15

## Kristal's Story

Kristal is sixteen but she doesn't have her driver's license yet. Her mom has to drive her places and her brothers, who embarrass her, always want to ride along. She wants to get her license by the time school starts.

## Long-Term Goal *What you want to accomplish*

Write your long-term goal in the box below.

To get my driver's license

## Short-Term Goals

*Smaller goals leading to your long-term goal you can start working on this week*

Write your short-term goals in the boxes below.

--	--	--	--	--

Is the short-term goal a smaller goal that will lead to your long term goal? \_\_\_\_\_ yes \_\_\_\_\_ no

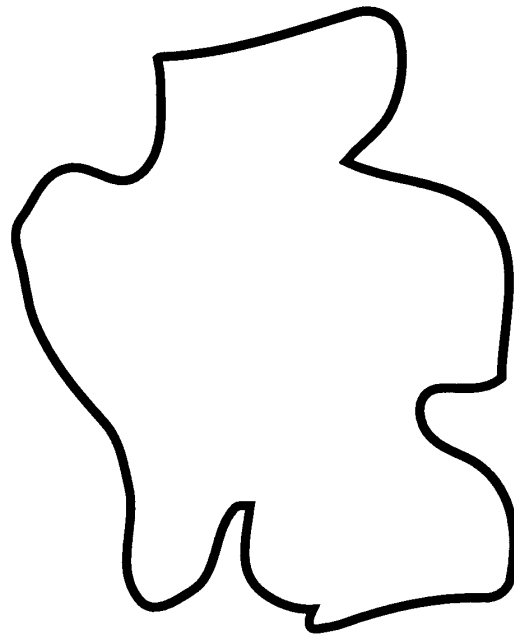
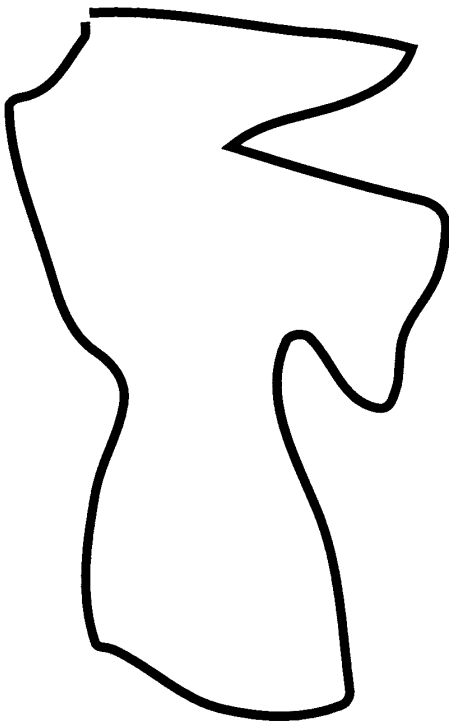
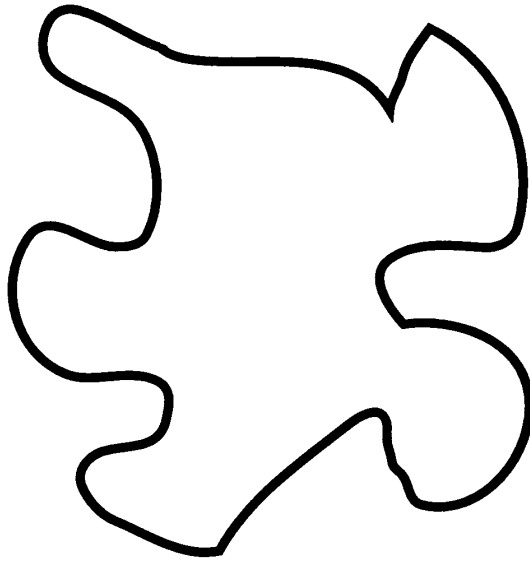
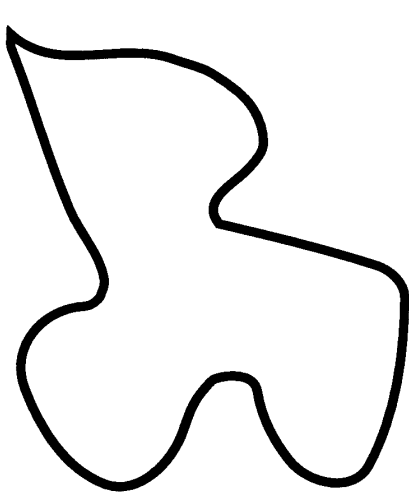
Is the short-term goal one you can work on this week? \_\_\_\_\_ yes \_\_\_\_\_ no

## Sequence

*Do your short-term goals need to be completed in a certain sequence? If yes, number them in that sequence on the lines below the boxes.*



## Feedback Activity - Shapes Template



## Kristal's

### Take Action (page 1)

Name Kristal Date June 15

**Long-Term Goal** Get my driver's license

**Short-Term Goal** Learn to drive

Part 1: Student Plan					
<b>STANDARD</b> What will I be satisfied with?	<b>MOTIVATION</b> Why do I want to do this?	<b>STRATEGY</b> What methods should I use?	<b>SCHEDULE</b> When will I do this?	<b>SUPPORT</b> What help do I need?	<b>FEEDBACK</b> How will I get information on my performance?

Take Action Review

Name \_\_\_\_\_ Date \_\_\_\_\_

Find the question that explains each part of a plan. Write it under the correct part of the plan.

QUESTIONS

How will I get information on my performance?	When will I do it?	What will I be satisfied with?	What methods should I use?	Why do I want to do this?
---	--------------------	--------------------------------	----------------------------	---------------------------

PARTS OF A PLAN

STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT	FEEDBACK

# Take Action Plan Puzzle

Name \_\_\_\_\_ Date \_\_\_\_\_

**Directions:** Write the plan part in each box that matches the illustration and question.

## Plan Parts

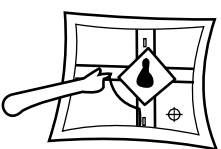
**motivation   standard   support   strategy   schedule   feedback**

FRIDAY  
Fix  
Broken  
Mirror

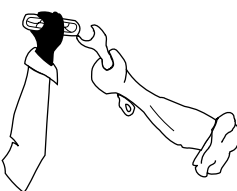
When will I do it?



Why do I want to do this?

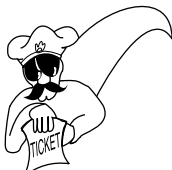
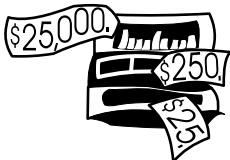


What methods will I use?



What help do I need?

How will I get information on my performance?

What will I be satisfied with?

Buff's  
Take Action (page 1)

Name Buff Date June 1

Buff's Story

Buff is 16 years old and wants to go out for the football team. That's why he wants to be physically fit. He weighs 120 pounds. He started lifting weights in January. When he started he could bench press 50 pounds. He worked out three times per week and now he can bench press 80 pounds. Football tryouts are in the middle of July and he wants to be able to lift 130 pounds by then.

Long-Term Goal Be physically fit

Short-Term Goal Exercise regularly

Part 1: Student Plan				
STANDARD What will I be satisfied with?	MOTIVATION Why do I want to do this?	STRATEGY What methods should I use?	SCHEDULE When will I do this?	SUPPORT What help do I need?
Bench press 130 pounds by mid July	Want to make the football team	Use lighter weights and gradually build up	Mondays, Wednesdays, Fridays	None
				FEEDBACK How will I get information on my performance? Ask my girlfriend how I look

## Take Action Plan Critique Transparency

Short-Term Goal

<b>STANDARD</b>	<b>MOTIVATION</b>	<b>STRATEGY</b>	<b>SCHEDULE</b>	<b>SUPPORT</b>	<b>FEEDBACK</b>
<p>Is the standard too hard to reach?</p> <p>Is the standard too easy to reach?</p> <p>Do you think this will be the right standard?</p>	<p>Will this help you work on your goal this week?</p>	<p>Do you have the skills to do this strategy?</p> <p>Has this strategy worked for you before?</p> <p>Do you think this strategy will work?</p>	<p>Is there a set time to take action?</p> <p>Can you do this schedule?</p> <p>Do you think this schedule will work?</p>	<p>Can you rely on this support?</p> <p>Will you need more?</p> <p>Does the person have the skills to help you in this way?</p> <p>Do you think this support will be helpful?</p>	<p>If a person is giving you feedback, does the person know about your standard and performance?</p> <p>Does the feedback help you keep track of your performance and how close you are to meeting your goal?</p> <p>Will you get the feedback in time?</p> <p>Do you think this feedback will be helpful?</p>
What parts of the plan do you think will be most effective?					
Why?					
What parts of the plan do you think will be least effective?					
Why?					
What changes would you make in the plan?					

Roland Coaster’s

Take Action (page 1)

Name Roland Coaster Date June 23

Roland’s Story

Roland wants to spend his birthday with his friends at Joy Rides Amusement Park. He went there with his friend John on John’s birthday and it was really fun. The problem is Roland doesn’t know how to get there, when it’s open, or how much it costs. To go, he’ll need to get that information.

**General Goal** Spend my birthday at the amusement park

**Specific Goal** Get information about the amusement park

Part 1: Student Plan				
STANDARD What will I be satisfied with?	MOTIVATION Why do I want to do this?	STRATEGY What methods should I use?	SCHEDULE When will I do this?	SUPPORT What help do I need?
Get all the information about the amusement park: the cost and the times it is open, the location	I want to spend my birthday at the amusement park	Ask John to give me the information	I'll ask John when I see him in class	John will give me the information
				Write down the information John gives me and see if I have everything I need

# Take Action Plan Critique

Name (Planner) \_\_\_\_\_ Name (Critic) \_\_\_\_\_ Critique Date \_\_\_\_\_

**Long-Term Goal**

**Short-Term Goal**

<b>STANDARD</b>	<b>MOTIVATION</b>	<b>STRATEGY</b>	<b>SCHEDULE</b>	<b>SUPPORT</b>	<b>FEEDBACK</b>
Is the standard too hard to reach?	Will this help you work on your goal this week?	Do you have the skills to do this strategy?	Is there a set time to take action?	Can you rely on this support?	If a person is giving you feedback, does the person know about your standard and performance?
Is the standard too easy to reach?		Has this strategy worked for you before?	Can you do this schedule?	Will you need more?	Does the feedback help you keep track of your performance & how close you are to meeting your goal?
Do you think this will be the right standard?		Do you think this strategy will work?	Do you think this schedule will work?	Does the person have the skills to help you in this way?	Will you get the feedback in time? Do you think this feedback will be helpful?
What parts of the plan do you think will be most effective?					
Why?					
What parts of the plan do you think will be least effective?					
Why?					
What changes would you make in the plan?					



## Take Action Quiz (page 1)

### Lessons 1-4

Name \_\_\_\_\_ Date \_\_\_\_\_

**I. Match the terms on the left to the description on the right. Write the letter of the correct description in the blank in front of each term.**

TERMS	DESCRIPTIONS
1. ____ Long-term goal	A. decide what you will do
2. ____ Short-term goal	B. goal that takes a long time to accomplish
3. ____ Take Action Steps	C. decide what worked and didn't work in your plan and action
4. ____ Plan	D. take action on your plan
5. ____ Act	E. a smaller goal you can start on right away and that leads to a long-term goal
6. ____ Evaluate	F. change anything that didn't work
7. ____ Adjust	G. a process to help you accomplish your goals

**II. Match the correct question to each of the plan parts.**

PLAN PARTS	QUESTIONS
8. ____ Standard	A. How will I get the information on my performance?
9. ____ Motivation	B. What will I be satisfied with?
10. ____ Strategy	C. What help do I need?
11. ____ Schedule	D. Why do I want to do this?
12. ____ Support	E. What method will I use?
13. ____ Feedback	F. When will I do this?

**III. Read Michelle Pass' story and plan on page 2 of the quiz. Answer the questions on the Take Action Plan Critique on page 3 of the quiz.**

## Michelle Pass'

### Take Action Quiz (page 2)

#### Lessons 1-4

Name Michelle Pass Date March 15

#### Michelle Pass' Story

Michelle's parents are upset with her because her grade in social studies has dropped. They want her to keep a "B" grade point average. In order to do this she needs to pass social studies class. Mr. Jones, the social studies teacher, gives grades for homework, participating in class, and tests. Michelle likes participating in class and turns her homework in, but she hasn't done well on the tests. To pass, she has to get a "B" on the next unit test. Her parents said they will ground her if she doesn't get a good grade in social studies.

**Long-term Goal** Pass the class

**Short-term Goal** Get a "B" on the unit test

Part 1: Student Plan				
<b>STANDARD</b> What will I be satisfied with?	<b>MOTIVATION</b> Why do I want to do this?	<b>STRATEGY</b> What methods should I use?	<b>SCHEDULE</b> When will I do this?	<b>SUPPORT</b> What help do I need?
Get a "B" on the test	To keep from getting grounded	Study with a friend	Study with Joe all day Sunday before the test	Study with Joe
				<b>FEEDBACK</b> How will I get information on my performance? See what my grade is on the test

# Take Action Plan Critique

## Take Action Quiz (page 3)

### Lessons 1-4

Name (Planner) Michelle Pass Name (Critiquer) \_\_\_\_\_ Critique Date \_\_\_\_\_

**Long-Term Goal** \_\_\_\_\_

**Short-Term Goal** \_\_\_\_\_

<b>STANDARD</b>	<b>MOTIVATION</b>	<b>STRATEGY</b>	<b>SCHEDULE</b>	<b>SUPPORT</b>	<b>FEEDBACK</b>
Is the standard too hard to reach?	Will this help you work on your goal this week?	Do you have the skills to do this strategy?	Is there a set time to take action?	Can you rely on this support?	If a person is giving you feedback, does the person know about your standard & performance?
Is the standard too easy to reach?		Has this strategy worked for you before?	Can you do this schedule?	Will you need more?	Does the feedback help you keep track of your performance & how close you are to meeting your goal?
Do you think this will be the right standard?		Do you think this strategy will work?	Do you think this schedule will work?	Does the person have the skills to help you in this way?	Will you get the feedback in time?
				Do you think this support will be helpful?	Do you think this feedback will be helpful?
14. What parts of the plan do you think will be most effective?					Why?
15. What parts of the plan do you think will be least effective?					Why?
16. What changes would you make in the plan?					

## Take Action (page 1)

Name \_\_\_\_\_ Date \_\_\_\_\_

### Directions

**Long-Term Goal** Write your long-term goal on the line below.

**Short-Term Goal** Write your short-term goal on the line below. Short-term goals are smaller goals that lead to your long-term goal. Short-term goals are things you can work on during the next week.

**1. Plan** Write a plan to accomplish your short-term goal. Complete the six parts of the plan by answering the questions in each box.

**2. Action** Next week, review your action. Answer the question, "Did I meet my short-term goal?" Answer the questions in each box on page 2 of this worksheet.

**3. Evaluate** After you complete the questions in Part 2: Action, evaluate whether each part of your plan worked. Write the reasons they did or didn't work in each box under Part 3: Evaluate. Answer the question, "What were the main reasons you got these results?" Look at your reasons in the Evaluate boxes. Decide which of those are the main reasons you got the results you did. Write them in the space under the question.

**4. Adjust** Decide if you want to change your short-term goal. If you want to change it, write a new one on the line on page 3. You will probably want to adjust the parts of your plan that didn't work. Write the changes in the boxes. Remember which parts of your plan did work so you can use them again.

**Long-Term Goal** \_\_\_\_\_

**Short-Term Goal** \_\_\_\_\_

Part 1: Student Plan					
<b>STANDARD</b> What will I be satisfied with?	<b>MOTIVATION</b> Why do I want to do this?	<b>STRATEGY</b> What methods should I use?	<b>SCHEDULE</b> When will I do this?	<b>SUPPORT</b> What help do I need?	<b>FEEDBACK</b> How will I get information on my performance?

Sean's

Take Action (page 1)

Name Sean Date June 15

Long-Term Goal Get out of debt

Short-Term Goal Pay off Visa card

Part 1: Student Plan				
STANDARD What will I be satisfied with?	MOTIVATION Why do I want to do this?	STRATEGY What methods should I use?	SCHEDULE When will I do this?	SUPPORT What help do I need?
Zero balance on Visa card	Have good credit	Work and pay balance each month	Pay balance every month	Keep job and work steady hours
				Getting the Visa statement

# Sean's

## Take Action (page 2)

Name Sean Date June 22

Short-Term Goal Pay off Visa card

Did I meet my short-term goal? YES (NO)

Part 2: Action					
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT	FEEDBACK
Did I meet the standard? yes <u>(no)</u>	Was I motivated? yes <u>(no)</u>	Did I use the strategy? yes <u>(no)</u>	Did I follow the schedule? yes <u>(no)</u>	Did I use support? <u>(yes)</u> no	Did I get feedback? <u>(yes)</u> no
Part 3: Evaluate					
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT	FEEDBACK
Was it the right standard? <u>(yes)</u> no Why or why not? Yes - want zero balance	Did it work? yes <u>(no)</u> Why or why not? Want good credit but want spending money more	Did it work? yes <u>(no)</u> Why or why not? Worked but charged on card for spending money & didn't pay balance	Did it work? yes <u>(no)</u> Why or why not? Paid every month but not full balance because I kept charging on it	Did it work? yes <u>(no)</u> Why or why not? Worked regular hours but I didn't pay the balance each month	Was the feedback helpful? <u>(yes)</u> no Why or why not? Statement showed what I owe
<p><b>What were the main reasons you got these results?</b> Look at the Action and Evaluate sections. If you met your short-term goal, consider the parts of the plan you answered "yes." If you didn't meet the short-term goal, consider the parts you answered "no."</p> <p>I keep charging on the card</p>					
Part 4: Adjust					
Short-term Goal?	OK or change?	If change, new short-term goal			
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT	FEEDBACK
If standard wasn't right, what will I change?	If I wasn't motivated, what will I change? Still want to have good credit	If my strategy didn't work, what will I change? Stop charging on the card	If I didn't follow my schedule, what will I change? Make monthly payments until the card is paid off	If my support didn't work, what will I change? Give card to someone responsible to hold until I pay off the balance	If feedback wasn't helpful, what will I change?

# Take Action (page 2)

Name \_\_\_\_\_ Date \_\_\_\_\_

## Short-Term Goal

Did I meet my short-term goal? YES NO

Part 2: Action				
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	FEEDBACK
Did I meet the standard? yes no	Was I motivated? yes no	Did I use the strategy? yes no	Did I follow the schedule? yes no	Did I get feedback? yes no
Part 3: Evaluate				
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	FEEDBACK
Was it the right standard? yes no Why or why not?	Did it work? yes no Why or why not?	Did it work? yes no Why or why not?	Did it work? yes no Why or why not?	Was the feedback helpful? yes no Why or why not?
<p><b>What were the main reasons you got these results?</b> Look at the Action and Evaluate sections. If you met your short-term goal, consider the parts of the plan you answered "yes." If you didn't meet the short-term goal, consider the parts you answered "no."</p>				
Part 4: Adjust				
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	FEEDBACK
Short-term Goal? OK or change? If change, new short-term goal	If standard wasn't right, what will I change?	If I wasn't motivated, what will I change?	If my strategy didn't work, what will I change?	If I didn't follow my schedule, what will I change?
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	FEEDBACK
If standard wasn't right, what will I change?	If I wasn't motivated, what will I change?	If my strategy didn't work, what will I change?	If I didn't follow my schedule, what will I change?	If feedback wasn't helpful, what will I change?

Michelle Pass'

Take Action (page 1)

Name Michelle Pass Date March 15

Michelle Pass' Story

Michelle's parents are upset with her because her grade in social studies has dropped. They want her to keep a "B" grade point average. In order to do this she needs to pass social studies class. Mr. Jones, the social studies teacher, gives grades for homework, participating in class, and tests. Michelle likes participating in class and turns her homework in but she hasn't done well on the tests. To pass, she has to get a "B" on the next unit test. Her parents said they will ground her if she doesn't get a good grade in social studies.

What Happened

Joe got bored trying to study with her all afternoon so he stopped helping her. She still studied some on her own. She thought she knew the material but she got a "C" on the test.

Long-term Goal Pass the class

Short-term Goal Get a good grade on the unit test

Part 1: Student Plan				
STANDARD What will I be satisfied with?	MOTIVATION Why do I want to do this?	STRATEGY What methods should I use?	SCHEDULE When will I do this?	SUPPORT What help do I need?
Get a "B" on the test	To keep from getting grounded	Study with a friend	Study with Joe all day Sunday before the test	Study with Joe
				FEEDBACK How will I get information on my performance? See what my grade is on the test



## Michelle Pass'

## Take Action (page 2)

Name Michelle Date March 15Short-Term Goal Get a good grade on the unit testDid I meet my short-term goal? YES ☐ NO ☐

Part 2: Action				
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT
Did I meet the standard? yes <input type="radio"/> no <input type="radio"/>	Was I motivated? <input type="radio"/> yes <input type="radio"/> no	Did I use the strategy? <input type="radio"/> yes <input type="radio"/> no	Did I follow the schedule? <input type="radio"/> yes <input type="radio"/> no	Did I use support? <input type="radio"/> yes <input type="radio"/> no
Part 3: Evaluate				
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	FEEDBACK
Was it the right standard? <input type="radio"/> yes <input type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	Did I get feedback? <input type="radio"/> yes <input type="radio"/> no
Needed a "B" to pull my grade average up	Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	Did I get feedback? <input type="radio"/> yes <input type="radio"/> no
	Want good grades so I won't get grounded	I didn't get a high enough grade	I couldn't learn the material in one afternoon	Was the feedback helpful? <input type="radio"/> yes <input type="radio"/> no Why or why not?
				Got feedback too late
<p><b>What were the main reasons you got these results?</b> Look at the Action and Evaluate sections. If you met your short-term goal, consider the parts of the plan you answered "yes." If you didn't meet the short-term goal, consider the parts you answered "no."</p> <p>I needed to study more than just one afternoon for the test. I also got the feedback about how well I knew the material too late.</p>				
Part 4: Adjust				
Short-term Goal?	OK or change?	If change, new short-term goal		
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	FEEDBACK
If standard wasn't right, what will I change?	If I wasn't motivated, what will I change?	If my strategy didn't work, what will I change?	If I didn't follow my schedule, what will I change?	If feedback wasn't helpful, what will I change?
		Study some every night the week before the test	Study every day	Could take a pretest or Joe could quiz me
			Don't rely on Joe to study all day with me on Sunday	

# Roland Coaster's

## Take Action (page 1)

Name Roland Coaster Date June 23

### Roland's Story

Roland wants to spend his birthday with his friends at Joy Rides Amusement Park. He went there with his friend John on John's birthday and it was really fun. The problem is Roland doesn't know how to get there, when it's open, or how much it costs. To go, he'll need to get that information.

### What Happened

Roland asked John for the information about the amusement park. Roland wrote it all down and made all the arrangements. They got to the amusement park right at 9:00 when John said the park opened. Unfortunately the park didn't open until 11:00 so they had to sit and wait.

**General Goal** Spend my birthday at the amusement park

**Specific Goal** Get information about the amusement park

Part 1: Student Plan				
STANDARD What will I be satisfied with?	MOTIVATION Why do I want to do this?	STRATEGY What methods should I use?	SCHEDULE When will I do this?	SUPPORT What help do I need?
Get all the information about the amusement park; the cost and the times they are open, the location	I want to spend my birthday at the amusement park	Ask John to give me the information	I'll ask John when I see him in class	John will give me the information
				Write down the information John gives me and see if I have everything I need

# Roland Coaster's

## Take Action (page 2)

Name Roland Coaster Date June 30

**Short-Term Goal** Get information about the amusement park

**Did I meet my short-term goal?** YES ☐ NO ☒

Part 2: Action					
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT	FEEDBACK
Did I meet the standard? yes <input type="radio"/> no <input checked="" type="radio"/>	Was I motivated? <input type="radio"/> yes <input checked="" type="radio"/> no	Did I use the strategy? <input type="radio"/> yes <input checked="" type="radio"/> no	Did I follow the schedule? <input type="radio"/> yes <input checked="" type="radio"/> no	Did I use support? <input type="radio"/> yes <input checked="" type="radio"/> no	Did I get feedback? <input type="radio"/> yes <input checked="" type="radio"/> no
Part 3: Evaluate					
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT	FEEDBACK
Was it the right standard? <input type="radio"/> yes <input checked="" type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input checked="" type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input checked="" type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input checked="" type="radio"/> no Why or why not?	Did it work? <input type="radio"/> yes <input checked="" type="radio"/> no Why or why not?	Was the feedback helpful? <input type="radio"/> yes <input checked="" type="radio"/> no Why or why not?
Need the information to be able to go	I got the information from John	I did get information from John but he told me the wrong opening time	I asked him in class	John helped me by giving me the information but some of it was wrong	I checked to see that I had all the information about the park
<p><b>What were the main reasons you got these results?</b> Look at the Action and Evaluate sections. If you met your short-term goal, consider the parts of the plan you answered "yes." If you didn't meet the short-term goal, consider the parts you answered "no."</p> <p>John didn't have the right information about when the amusement park opened</p>					
Part 4: Adjust					
Short-term Goal? <input type="radio"/> OK <input checked="" type="radio"/> or change? If change, new short-term goal					
STANDARD	MOTIVATION	STRATEGY	SCHEDULE	SUPPORT	FEEDBACK
If standard wasn't right, what will I change?	If I wasn't motivated, what will I change?	If my strategy didn't work, what will I change?	If I didn't follow my schedule, what will I change?	If my support didn't work, what will I change?	If feedback wasn't helpful, what will I change?
		Call the amusement park to get the information		Use the phone book or directory assistance to find the park number	

R E P R O D U C I B L E S

# **Take Action Modified Lessons**

## Take Action Steps

### Steps for Accomplishing a Goal

Name \_\_\_\_\_ Date \_\_\_\_\_

Write the steps in the correct order on the blanks.

**STEPS:** Act Adjust Plan Evaluate

- 1.** \_\_\_\_\_
- 2.** \_\_\_\_\_
- 3.** \_\_\_\_\_
- 4.** \_\_\_\_\_

# Take Action Plan Parts

Name \_\_\_\_\_ Date \_\_\_\_\_

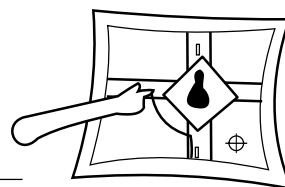
## Directions

On the lines below, write the question you will ask yourself when you are completing each part of your plan. Remember, your plan is the first step in the *Take Action* process to accomplish your goal.

### Plan Parts

### Question I ask myself

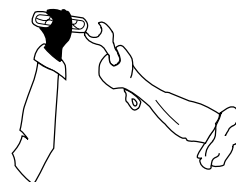
*Strategy* \_\_\_\_\_



FRIDAY  
Fix  
Broken  
Mirror

*Schedule* \_\_\_\_\_

*Support* \_\_\_\_\_



Kristal's

Take Action (page 1)

**Directions:** In the boxes below, write Kristal's plan parts.

Name Kristal Date June 15

**Goal** Get my driver's license

Part 1: Student Plan		
STRATEGY What methods will I use?	SCHEDULE When will I do this?	SUPPORT What help do I need?

Take Action Review

Name \_\_\_\_\_ Date \_\_\_\_\_

Find the question that explains each part of a plan. Write it under the correct part of the plan.

Questions

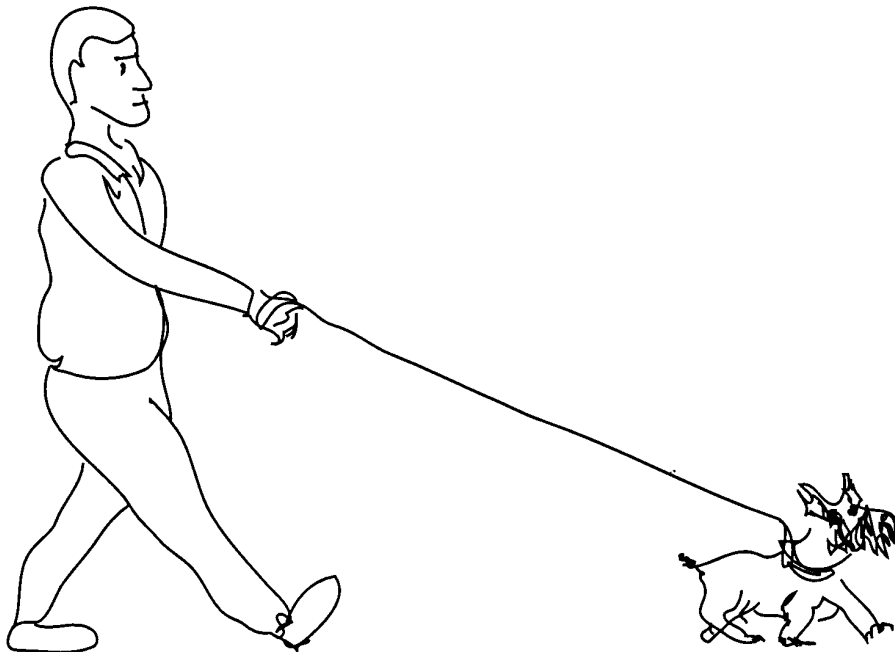
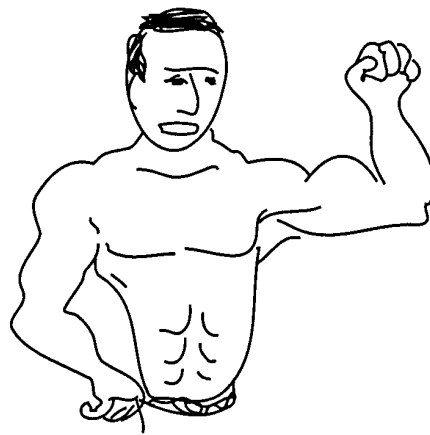
What help do I need?	When will I do this?	What methods will I use?
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Parts of a Plan

STRATEGY	SCHEDULE	SUPPORT



## Goal: Exercise Regularly



**Take Action**  
**Plan Critique**

Name (Planner) \_\_\_\_\_ Name (Critiquer) \_\_\_\_\_ Critique Date \_\_\_\_\_

**Directions**

Answer these questions about the plan to see if you think it will work.

**Goal** \_\_\_\_\_

<b>STRATEGY</b> Do you have the skills to do this strategy?  Has this strategy worked for you before?  Do you think this strategy will work?	<b>SCHEDULE</b> Is there a set time to take action?  Can you do this schedule?  Do you think this schedule will work?	<b>SUPPORT</b> Can you rely on this support?  Will you need more support?  Does the person have the skills to help you in this way?  Do you think this support will be helpful?
What parts of the plan do you think will be most effective?		
Why?		
What parts of the plan do you think will be least effective?		
Why?		
What changes would you make in the plan?		

# Compliment Plan

## Take Action (page 1)

Name Wanda B. Nice Date February 5

### Directions

**Goal** Write your goal on the line below.

**1. Plan** Write a plan to accomplish your specific goal. Complete the three parts of the plan by answering the questions in each box.

**2. Action** Each day, review your action. Answer the question, "Did I meet my goal?" Answer the question in each box.

**3. Evaluate** After you complete the Action questions, evaluate whether each part of your plan worked. Write the reasons they did or didn't work in each box. Answer the question, "What are the main reasons you got these results?" Look at your reasons in the Evaluate boxes. Decide which of those are the main reasons you got the results you did. Write them in the space under the question.

**4. Adjust** Decide if you want to change your goal. If you want to change it, write a new one on the line. You will probably want to adjust the parts of your plan that didn't work. Write the changes in the boxes. Remember which parts of your plan did work so you can use them again.

**Goal** Give a compliment to a peer or teacher

Part 1: Student Plan		
STRATEGY	SCHEDULE	SUPPORT
What methods will I use?  Compliment Mrs. Guido Practice with a friend during life skills class	When will I do this?  Give Mrs. Guido a compliment at lunch time	What help do I need?  A friend will practice with me and tell me how I did

Want Ads Plan  
Take Action (page 1)

Name Ivanna Job Date January 20

Directions

**Goal** Write your goal on the line below.

- 1. Plan** Write a plan to accomplish your specific goal. Complete the three parts of the plan by answering the questions in each box.
- 2. Action** Each day, review your action. Answer the question, "Did I meet my goal?" Answer the question in each box.
- 3. Evaluate** After you complete the Action questions, evaluate whether each part of your plan worked. Write the reasons they did or didn't work in each box. Answer the question, "What are the main reasons you got these results?" Look at your reasons in the Evaluate boxes. Decide which of those are the main reasons you got the results you did. Write them in the space under the question.
- 4. Adjust** Decide if you want to change your goal. If you want to change it, write a new one on the line. You will probably want to adjust the parts of your plan that didn't work. Write the changes in the boxes. Remember which parts of your plan did work so you can use them again.

**Goal** Find the job want ads in the newspaper

Part 1: Student Plan		
STRATEGY	SCHEDULE	SUPPORT
What methods will I use?	When will I do this?	What help do I need?
Look on the front page of the paper to find the section the classifieds are in	Look for want ads during life skills class	Miss German or one of the peer tutors will help me find the ads

# Asking Out Plan

## Take Action (page 1)

Name Juan Adate Date March 20

### Directions

**Goal** Write your goal on the line below.

**1. Plan** Write a plan to accomplish your specific goal. Complete the three parts of the plan by answering the questions in each box.

**2. Action** Each day, review your action. Answer the question, “Did I meet my goal?” Answer the question in each box.

**3. Evaluate** After you complete the Action questions, evaluate whether each part of your plan worked. Write the reasons they did or didn’t work in each box. Answer the question, “What are the main reasons you got these results?” Look at your reasons in the Evaluate boxes. Decide which of those are the main reasons you got the results you did. Write them in the space under the question.

**4. Adjust** Decide if you want to change your goal. If you want to change it, write a new one on the line. You will probably want to adjust the parts of your plan that didn’t work. Write the changes in the boxes. Remember which parts of your plan did work so you can use them again.

**Goal** Ask someone out for a coke and the other person accepts

Part 1: Student Plan		
STRATEGY	SCHEDULE	SUPPORT
What methods will I use?  Name peers I have done things with Name peers who have been friendly to me From those 2 groups choose someone to ask for a coke	When will I do this?  Choose a time when I see that person without a bunch of people around	What help do I need?  Miss German and a peer will help me choose who to ask

Take Action (page 1)

Name \_\_\_\_\_ Date \_\_\_\_\_

Directions

**Goal** Write your goal on the line below.

- 1. Plan** Write a plan to accomplish your specific goal. Complete the three parts of the plan by answering the questions in each box.
- 2. Action** Each day, review your action. Answer the question, “Did I meet my goal?” Answer the question in each box.
- 3. Evaluate** After you complete the Action questions, evaluate whether each part of your plan worked. Write the reasons they did or didn’t work in each box. Answer the question, “What are the main reasons you got these results?” Look at your reasons in the Evaluate boxes. Decide which of those are the main reasons you got the results you did. Write them in the space under the question.
- 4. Adjust** Decide if you want to change your goal. If you want to change it, write a new one on the line. You will probably want to adjust the parts of your plan that didn’t work. Write the changes in the boxes. Remember which parts of your plan did work so you can use them again.

**Goal** \_\_\_\_\_

Part 1: Student Plan		
STRATEGY What methods will I use?	SCHEDULE When will I do this?	SUPPORT What help do I need?

## Take Action (page 2)

Name \_\_\_\_\_ Date \_\_\_\_\_

Goal \_\_\_\_\_

Part 2: Action		
<b>Did I meet my goal?</b> YES      NO	<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>STRATEGY</b></div> Did I use the strategy? yes    no	<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>SCHEDULE</b></div> Did I follow the schedule? yes    no
<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>SUPPORT</b></div> Did I use support? yes    no		
Part 3: Evaluate		
<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>STRATEGY</b></div> Did it work?    yes    no Why or why not?	<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>SCHEDULE</b></div> Did it work?    yes    no Why or why not?	<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>SUPPORT</b></div> Did it work?    yes    no Why or why not?
<b>What were the main reasons you got these results?</b> Write them in the space below. Look at the Action and Evaluate sections. If you met your specific goal, consider the parts of the plan you answered "yes." If you didn't meet the specific goal, consider the parts you answered "no."		
Part 4: Adjust		
<b>Goal OK or change?</b> If change, new goal	<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>STRATEGY</b></div> If my strategy didn't work, what will I change?	
<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>SCHEDULE</b></div> If I didn't follow my schedule, what will I change?		<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>SUPPORT</b></div> If my support didn't work, what will I change?

## Sean's

### Take Action (page 1)

Name Sean Date June 15

#### Directions

**Goal** Write your goal on the line below.

**1. Plan** Write a plan to accomplish your specific goal. Complete the three parts of the plan by answering the questions in each box.

**2. Action** Each day, review your action. Answer the question, "Did I meet my goal?" Answer the question in each box.

**3. Evaluate** After you complete the Action questions, evaluate whether each part of your plan worked. Write the reasons they did or didn't work in each box. Answer the question, "What are the main reasons you got these results?" Look at your reasons in the Evaluate boxes. Decide which of those are the main reasons you got the results you did. Write them in the space under the question.

**4. Adjust** Decide if you want to change your goal. If you want to change it, write a new one on the line. You will probably want to adjust the parts of your plan that didn't work. Write the changes in the boxes. Remember which parts of your plan did work so you can use them again.

**Goal** Pay off Visa card

Part 1: Student Plan		
STRATEGY	SCHEDULE	SUPPORT
What methods will I use?	When will I do this?	What help do I need?
Work and pay balance	Pay all of it every month	Don't need any help



## Sean's

## Take Action (page 2)

Name (Planner) Sean Date June 15

Goal Pay off Visa card

Part 2: Action		
<b>Did I meet my goal?</b> YES <input type="radio"/> NO <input type="radio"/>	<b>STRATEGY</b> Did I use the strategy? <input type="radio"/> yes <input type="radio"/> no	<b>SCHEDULE</b> Did I follow the schedule? <input type="radio"/> yes <input type="radio"/> no
		<b>SUPPORT</b> Did I use support? <input type="radio"/> yes <input type="radio"/> no
Part 3: Evaluate		
<b>STRATEGY</b> Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	<b>SCHEDULE</b> Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?	<b>SUPPORT</b> Did it work? <input type="radio"/> yes <input type="radio"/> no Why or why not?
Worked but charged on card for spending money and didn't pay balance	Paid every month but didn't pay it all because I kept charging on the card	Worked regular hours but I didn't pay the balance each month
<b>What were the main reasons you got these results?</b> Write them in the space below. Look at the Action and Evaluate sections. If you met your specific goal, consider the parts of the plan you answered "yes." If you didn't meet the specific goal, consider the parts you answered "no."		
I kept charging on the card		
Part 4: Adjust		
<b>Goal OK or change?</b> If change, new goal		
<b>STRATEGY</b> If my strategy didn't work, what will I change?	<b>SCHEDULE</b> If I didn't follow my schedule, what will I change?	<b>SUPPORT</b> If my support didn't work, what will I change?
Stop charging on the card	Pay some each month until it is paid off	Give card to someone responsible to hold until I pay off the balance