**Study Guide:**

**Steps in the Goal Setting Process and Empathy**

***ON the QUIZ: You will have to put the steps in order. You will have to match each step to the explanation of what to do***.

**Step 1: Set a goal:** Realistic, measurable, important to you, timeframe

**Step 2: Make a plan:** Create steps and strategies to achieve your goal.

**Step 3: Be Proactive:** Think about possible obstacles and solutions to overcome them.

**Step 4: Create a timeline:** Plan how long it will take you and how often to reflect on your progress.

**Step 5: Build a support system:** Decide on who can help you achieve this goal.

**Step 6: Reflect:** Think back about what you learned, what went well, and what you can improve.

1. **Empathy:** Feeling what others are feeling- walk in others’ shoes
2. How can you recognize how others are feeling?
3. Facial expressions
4. Body language
5. Tone of voice
6. Change in behavior
7. What can you do to show compassion to others? List 3 ways.
8.
9.
10.

4. Why is empathy important to helping others?

5. How is empathy helpful in building relationships?

6. What is the definition of perspectives?

1. How are understanding perspectives important to helping others?
2. How are understanding perspectives helpful in building relationships?

**Career Clusters:** Groups of jobs that are related to each other by skills and interests.

Name your top 3 career clusters

1.
2.
3.

**Quiz on Friday**

Why should you set goals for yourself? In order to make improvements

Steps to Goal setting

1. Set a goal
2. Make a plan with steps
3. Decide on who can help you

What can you do to show kindness to others?

* Include them in games.
* Compliment them.
* Ask them if they are okay.

How do you know how others are feeling?

**FIRST: Write these steps in order below.**

Be Proactive

Build a support system

Reflect

Make a plan

Set a goal

Create a timeline

**FIRST:** Write the steps below. **NEXT**: Write the letter of the explanation below**.**

**Step 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Step 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Step 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_**

**Step 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_**

**Step 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_**

**Step 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**NEXT: Write the letter next to the explanation on the small line next to the matching step**

1. Think back about what you learned, what went well, and what you can improve.
2. Realistic, measurable, important to you, timeframe
3. Create steps and strategies to achieve your goal
4. Plan how long it will take you and how often to reflect on your progress
5. Decide on who can help you achieve this goal
6. Think about possible obstacles and solutions to overcome them
7. What is the definition of empathy?
8. What are three ways to recognize others’ feelings?
9.
10.
11.
12. What can you do to show compassion toward others? (List 3 ways)
13.
14.
15. **FLIP OVER**
16. What is the definition of perspectives?
17. How is understanding other’s perspectives helpful in building relationship?
18. A career cluster is a group of jobs that are similar to each other. Based on your interests and abilities, what are two of your top career clusters?
19.
20.
21.

**Steps to Goal setting**

When setting goals, should you **make a plan** for how to achieve it? YES NO

When setting goals, should you **give up** when it gets hard? YES NO

When setting goals, should **know who can help** you? YES NO

**Circle** all that are **kind and compassionate**. Put an **X** across all that are **NOT** kind and compassionate.

Including others in games Making noises while others are working quietly

Taking someone’s pencil Complimenting others

Asking others if they are okay Not allowing everyone to have a turn

How do you know how others are feeling?

 Facial Expressions

 Tone of Voice

 Body Language

Actions