

Goal Setting – Quick Guide

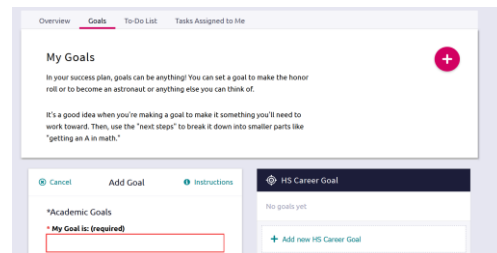
Creating Goals in Naviance Student

Setting effective goals allows you to know you're going to be aiming toward something you can achieve. Think about something you want to accomplish by the end of the school year. What is something you would like to do this year? Do you want to improve your test scores? Learn a new sport? Play an instrument? Meet new friends? Your goal should be something that you **want** to do and something that you **can** do.

Goal setting is a Success Planning feature. To access the Success Planning tools in Naviance Student, log in and click the **My Planner** tab. The **My Planner** tab provides several tools relating to accomplishing your goals.

To create a goal in Naviance Student:

1. Click the **My Planner** tab in Naviance Student.
2. Click the **Goals** tab.
3. Select a goal type by selecting the **red plus sign** to **Add a New Goal** from the drop-down menu.
4. Enter your goal in the **My Goal Is** field. This is required.
5. Complete the other fields.
6. Click the **Add** button.

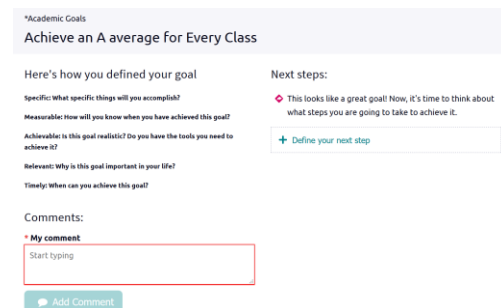


Next Steps with Goal Setting

Once you have established your goals, you can define your next steps for meeting your goal.

To add a to-do for your goal:

1. Click the **My Planner** tab in Naviance Student.
2. Click the **Goals** tab.
3. Click a goal.
4. Click the **Define Your Next Step** button.
5. Enter the to-do in the **Next Step** field.
6. Enter a due date for the to-do by clicking the calendar and clicking a date. The field will be populated automatically.
7. Click the **Add** button.



You can comment on your to-do items by clicking **Add Comment** and entering your comment in the provided text box. Click the **Add Comment** button to submit your comment to your counselor.