FAMILY GOALS:
1. Each person fill out their “Achieving My Dreams and Goals” sheet. Have kids share dreams and goals; discuss ways to support their goals.
2. Each person take the “Assessing My Talents and Strengths and Skills” survey. Choose one new skill to develop to benefit yourself, and one skill to make family life happier. Each person fill out a “Contract for Change.”
3. Discuss “How to Give Positive Criticism” from the “Helping Kids Change for the Better” handout. Practice the skill several times using past family situations.

FAMILY FUN:
Have each child make a paper collage, with pictures and/or drawings of who and what they want to become in life.

POWER PHRASE:
“Setting goals helps us develop talents and find purpose in life. Dividing our goals into small steps, and using ‘Contracts for Change’ helps us achieve our goals.”

Goal-setting, tracking, and rewarding help people change for the better
Learn to give and receive positive criticism
Setting up a budget will help you achieve your dreams
Helping Kids Change for the Better
Skills to help others change negative behavior

BEFORE YOU BEGIN ask yourself these five questions: (If the answer is yes to all of them, then proceed in a kindly manner.)

1) Is it my responsibility to give this person feedback? 2) Is the criticism true? 3) Is the criticism necessary? 4) Have I thought of several positive things about the person that I can first share with him or her? 5) Did I ask for and receive permission to criticize? (Ex: “I noticed some things that seem to be causing you trouble. May I talk to you about it?”)

How to Give Positive Criticism

PREPARE:
1) Feel genuine respect and concern for the person.
2) Pick a good time. (Don't criticize when someone is angry or upset.)
3) Pick a good place. (Usually quiet, and away from other people.)
4) Have a pleasant face and calm voice.

DELIVER:
1) Say what you like about the person first.
2) Ask if the person has noticed the problem.
3) Describe how the problem affects others or is negatively affecting the person's life. (I noticed . . .)
4) Ask what he/she thinks the solution might be. Offer your own solution if needed.
5) Ask if he/she will make the change; and offer to help write up a “Contract for Change.”
6) Thank the person for listening; express love.

Tips for Delivering Difficult Feedback

PREPARE:
1) Remember to protect the relationship.
2) Sit side by side (like partners, on same team).
3) Look at the person while giving all positive comments. (I noticed . . .)
4) Look STRAIGHT IN FRONT OF YOU when describing the problem or giving negative comments.
5) Ask what the person will do to behave differently (next time).

DELIVER:
1) Begin by saying what you like about the person.
2) Describe the problem as you see it.
3) Ask what happened.
4) Ask what the person will do to behave differently (next time).
5) End by saying something positive about the person.

Helpful Tip
Consider the “problem” you want to discuss as an imaginary object in front of you; point at it several times to focus negative energy there as you talk. Or look at and point to a notebook in your lap on which you have written a couple of words describing the problem.

Motivational Interviewing

1. Express empathy for the person's problem, concern, or point of view.
2. Point out inconsistencies between the person's values and their behavior.
3. Validate the reluctance to change as natural; but not beneficial to him/her.
4. Express confidence in the person's ability to change.
5. Ask what he or she is willing to do differently.
6. Ask for a commitment to do it.
7. If willing, help the person fill out a “Contract for Change.”
8. Help the person with the items in the “Tips to Achieve Success” column.

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Achieving My Goals and Dreams
Read each morning to remember what you want most in life*

Think about who you want to be in five years, and write down what you want most in each area of your life. Then decide what you need to do to get there, and what skills you need to develop to make it happen. Use the “S.M.A.R.T. Goals Tracking Sheet” or “Contracts for Change” to set up short weekly goals to develop the needed skills and do the actions to make your goals and dreams reality. *Adapted from Dr. Daniel Amen’s “One Page Miracle” sheet.

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<th>MY GOALS</th>
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<th>School and Work</th>
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Remember: “Don’t trade what you want at the moment for what you want long-term.”

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Making S.M.A.R.T. Goals

(S)pecific; (M)easurable; (A)chievable-in-steps; (R)ewarding; (T)ime

S.M.A.R.T. goals was a term coined by George Doran. The letters stand for “Specific, Measurable, Achievable-in-steps, Rewarding, and Time-specific.” Use the spaces below, and the “Contracts for Change,” to help your child set S.M.A.R.T. goals. Here’s an example of how to set up a S.M.A.R.T. goal. Make it:

- **S**pecific: Set a specific goal, name it, and list the details of what you want to do.
- **M**easurable: How will you measure the goal? How will you tell when you’ve done it.
- **A**chievable-in-steps: Start very small and make your goal easily achievable. List the steps.
- **R**ewarding: What rewards will I get when completing my goal?
- **T**ime: Decide on a date you will start and when to fill in a tracking log. Set a deadline for you to complete your goal.

### S.M.A.R.T. GOAL 1

- [ ] Specific Goal ________________________________________________
- [ ] Measurable _________________________________________________
- [ ] Achievable-in-steps (list the steps) _____________________________
- [ ] Rewarding __________________________________________________
- [ ] Time ________________________________________________________

### TRACKING MY PROGRESS

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### S.M.A.R.T. GOAL 2

- [ ] Specific Goal ________________________________________________
- [ ] Measurable _________________________________________________
- [ ] Achievable-in-steps (list the steps) _____________________________
- [ ] Rewarding __________________________________________________
- [ ] Time ________________________________________________________

### TRACKING MY PROGRESS

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A goal is a plan to do a new thing that would make your life better or happier. Think about your life and family. What things could you do differently to make life better and happier for you and them? Then choose two small goals to work on this week and write them below. Choose one goal to make your own life better or happier. And choose one goal to make your family life better or happier. Track how well you are doing by putting an “X” in each box that you remember to work on your goals. Ask a family member to help remind you.

**GOAL #1**

**What is one thing you can do to make your own life better or happier?**

**WHAT:**

**WHEN:**

**REWARD:**

**TRACKING MY PROGRESS**

Mark an X for every day you worked on your goal.

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**GOAL #2**

**What is one thing you can do to make your family life better or happier?**

**WHAT:**

**WHEN:**

**REWARD:**

**TRACKING MY PROGRESS**

Mark an X for every day you worked on your goal.

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Contract for Change
Create new brain wiring for a happier life

You can create new brain wiring, and thus new habits, by mindfully changing your thoughts and practicing new pro-social behaviors. This can help you become happier and achieve what is most important to you. Prepare for change by following the “Tips to Achieve Success” and use the four-week tracking sheet.

**Contract for Change**

Create new brain wiring for a happier life

**Name___________________________________________**  **Date ______**

**The negative behavior** I want to change is ____________________________________________________________

I want to change because ____________________________________________________________

**The positive behavior** I will do instead is ____________________________________________________________

I want this positive behavior instead because ____________________________________________________________

**Reminders** I will give myself are ____________________________________________________________

I will track it by ____________________________________________________________

**Rewards** I will earn for changing my thoughts and doing this new behavior

**Consequences** if I don’t do it are ____________________________________________________________

Positive Practice: □□□□□□□□□□□□□□□□□□□□□□□□□□□

Parent’s Signature_________________________Child’s Signature_________________________Date:__________

**Tips to Achieve Success**

1) Choose one negative behavior to change.

2) Feel a personal motivation to change. (Establish rewards you care about; think how the behavior is harmful, has negative consequences, and violates your values.)

3) Set-up your environment for success. (Choose reminders; make it easy to do; make plans to stay away from negative influences and triggers.)

4) Do “Positive Practice” of the new behavior. (Practice using pretend situations until it’s easy to do.)

5) Set a specific time to report progress. (Weekly Pleasant Personal Conference.)

6) Make it socially rewarding. (Ask family and friends to look for and compliment your efforts of new good behavior.)

**Tracking My Progress**

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Assessing Strengths and Skills
Developing pro-social skills helps wire your brain for success

Below, grouped by area of Intelligence, are pro-social attitudes and skills that enable us to fulfill our life's goals and make a positive contribution to society. Because the brain has the amazing ability to adapt and change its physical structure though our choices, we can increase our intelligence in each area through "Positive Practice."

**HOW:** Each person ranks self [0-to-5] in each category. Then choose one skill to develop that would benefit self, and one that would help make your family life happier. If you see a weak area, choose its Positive Opposite, make a S.M.A.R.T. goal and fill out a “Contract to Change.” Then track and reward your performance.

### Emotional Intelligence
- Aware of own feelings, needs, and motivations
- Uses accurate and positive self-talk
- Aware of how own behavior affects others
- Moderates own moods and responses
- Exercises emotional control: is not easily angered
- Expresses self politely
- Patient; can wait without annoyance
- Chooses polite responses to stressors
- Exercises impulse control; stops when appropriate
- Notices others’ body-language; picks up emotions of others
- Feels empathy for others’ needs
- Gracious; makes others feel comfortable
- Is kind and thoughtful
- Notices and expresses gratitude

### IQ = Standard Intelligence
- Reads extensively, studies math, science, literature to increase knowledge and intelligence
- Has a good working memory: remembers, holds information in mind to complete a specific task
- Notices connections; make deductions
- Ponders deep questions
- Has good logical reasoning skills
- Has good problem-solving skills
- Makes good decisions
- Sees innovative solutions
- Mentally flexible; shifts attention from one aspect of a problem to another; doesn't get stuck

### Practical Intelligence
- Plans, thinks ahead; anticipates problems; weighs decisions before going forward
- Sets goals; finds ways to fulfill them
- Organizes surroundings to create order
- Organizes time to do needed tasks
- Begins tasks without being reminded
- Stays on-task; ignores distractions
- Checks work for mistakes; assures accuracy
- Budgets and spends money wisely
- Responsible and dependable: takes ownership of task and completes it.
- Persistent; doesn't give up in the face of obstacles or difficulties
- Hardworking

### Moral Intelligence
- Adopts pro-social values
- Develops a conscience, a strong inner voice that helps us know right from wrong
- Committed to choose right
- Honest; tells the truth; doesn't lie, cheat, or steal
- Obey laws and rules
- Appreciates and respects diversity
- Values others as equals
- Respects others’ rights and property
- Kind; generous to others
- Fair; values win-win negotiation
- Admits mistakes; rectifies them
- Values socially responsible sex (i.e. bonds spouses; doesn’t spread disease, exploit women or children, or produce children outside marriage)
- Avoids all pornography

### Other Talents and Gifts
- Artistic
- Dance
- Sports/ athletics
- Musical
- Cooking
- Sense of humor
- Public speaking
- Good communication skills
- Drama, acting
- Event planning
- Organizing; intuitively senses who will work well together
- Decorating; arranging things or surroundings
- Happy, cheerful, friendly
- Creative or inventive
- Good at fixing things
- Electronics or programming
- Spiritual

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Time Master—Achieving Your Goals

Copy and use this sheet daily to use your time more effectively.

Teach children time management skills by helping them fill out this sheet and track how they use their time:

1. Decide what needs to be done;
2. List priority/importance of each;
3. Give each a realistic time limit;
4. Divide large projects into small steps;
5. Assign a time to do each thing;
6. Strive for balance;
7. Do most important things first;
8. Avoid procrastination;
9. Stay on task;
10. Evaluate nightly; plan for tomorrow.

### What matters most? A, B, C

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<th>Stuff to Do</th>
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### What’s Going On When

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### Project-Planning

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### Having Trouble Getting Going? Try These Procrastination Busters:

#### Before you begin, do this:
- Prepare a plan—write what to do when
- Pick a “Power-Work” time and a set place
- Prepare a production “pile” (all materials needed)
- Pick rewards (short and long term) for completion

#### When it’s time to work, do this:
- Program your mind with positive self-talk
- Pump up your brain blood-flow with exercise
- Smile, push through your fear, and touch the pile of materials
- Pick up a pencil and work for ten minutes
A child's primary "job" growing up is to get a good education and acquire attitudes and skills to contribute to society and become a thoughtful, responsible adult. Kids need to take their "job" of becoming well-educated seriously. Parents can help kids by emphasizing the exciting nature of learning new skills that wire their brains for success. The more kids learn in one area, the smarter their brain becomes overall. Teach kids that their brain loves a challenge and they can learn even difficult material if they try different learning strategies and practice more. (For learning tips see: “Rediscover the Joy of Learning” by Dr. Don Blackerby. For tips on brainpower see research by Dr. Carol Dweck.)

**Tips for School Success**
Skills to help your kids achieve success in school

**Prepare for Success**

1. Care properly for your brain: Your brain is a biochemical "computer" that can do amazing things if you feed it, exercise it, and rest it well. Eat a nourishing breakfast of whole grains and protein (eggs or cottage cheese, etc). Avoid high sugar cereals and high fat food. Drink water to hydrate your brain and take a fish oil/Omega 3 supplement and multi-vitamin. Do some aerobic exercise (minimum of eight to twelve minutes) every morning to increase blood flow to the brain. Get enough restful sleep. Your brain puts the things you learned in the day into long-term memory during sleep.
2. Have a good attitude about school and your ability to learn. Keep your self-talk positive.
3. Be persistent. Don't give up. When faced with difficulty, you just need two things: a possible adult. Kids need to take their "job" of becoming well-educated seriously. Parents can help kids by emphasizing the exciting nature of learning new skills that wire their brains for success. The more kids learn in one area, the smarter their brain becomes overall. Teach kids that their brain loves a challenge and they can learn even difficult material if they try different learning strategies and practice more. (For learning tips see: “Rediscover the Joy of Learning” by Dr. Don Blackerby. For tips on brainpower see research by Dr. Carol Dweck.)

**During School**

1. Don't skip class or make excuses why you don't need to go. You do.
2. Make the most of your time at school by getting to class on time. Listen intently, and take good notes. Have a system for note taking so you can find them later: (Ex: a spiral notebook for each subject). Pre-made outline notebooks exist for this, or you can make your own.
3. Sit as close to the front as possible. Move from people who distract you with chatter or notes.
4. Get an assignment notebook or planner and write all homework assignments and tests in it as soon as you get them.
5. Get ready for class by skimming over the next day's material the night before so you can make comments and ask good questions in class.
6. Form study groups with smart students who do their homework. (Look online for tips of how to do it.)
7. Be very polite, friendly, well-groomed, and act interested in class so the teacher will want to help you.

**After School**

1. Make a routine to study in the same place and time each day and do it.
2. Make study time totally distraction free—no IMs, texts, or phone calls.
3. Use a color-coded notebook system so things are easy to find. Put finished homework into back-pack or book bag as soon as you finish them.
4. Start early in the afternoon so you have plenty of time to finish before bed.
5. Use a "Time Master" sheet to block out when you will study each subject.
7. Have it quiet or listen to classical music (look-up the Mozart Effect).
8. Work on most difficult subject first.
9. Take a five-minute break every hour and do some fast exercises (like jumping jacks, fast dance moves) to bring blood flow to the brain.
10. Reward yourself for staying focused and completing all your homework.
11. Use "Time Master" sheets to break up your long projects and term papers into smaller assignments. Start them early, so you have time to revise and edit.

**Tips for Successful Test-Taking**

Mark the test date on your calendar as soon as you know it and begin studying days ahead. Make a study plan of what to study when and use a "Time Master" sheet to break down "things to study" into specific blocks of time. Ask your teacher what material or chapters will be covered on the test. Use 3 x 5 inch note cards to write important facts and formulas, and review them often. Make word associations (acrostics) to help you remember things. Take practice tests from your book or teacher. Use colored markers to highlight points in your notes. Have someone quiz you. Before the test get a good night's sleep; eat a good breakfast that includes protein; and drink a glass of water so your brain is hydrated and has fuel. During the test read all the test instructions carefully first. Answer multiple choice questions in your head; then find answer that is closest. Use positive self-talk; deal with test anxiety using stress reducers.
My Homework Routine
Make a plan to succeed in school

MAKE A PLAN

Where I will study: ____________________________

What time I will study: ____________________________

What days I will study: ____________________________

My REMINDER to go to my study spot: ____________________________

My REWARD for following my homework routine for a week: ____________________________

MY HOMEWORK ROUTINE TRACKING SHEET—Month 1

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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<tbody>
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MY HOMEWORK ROUTINE TRACKING SHEET—Month 2

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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</table>

Draw a picture of the REWARD you will receive for doing your homework in your chosen place and at your chosen time:
A budget is a plan-spending tool to help you decide in advance how to spend your money. Making and living by a budget can help you stretch your money further, save for the things you really want, and give you peace of mind. Help children learn the skill of budgeting by planning and tracking what they earn and spend. As they grow older, let them help plan and track family household spending so they get used to living by a budget.

In the family box below, write down “Fixed” expenses that don’t vary much in the box on the left. Put an X by each expense as you pay it. In the top shaded line, write the amount you will spend in each “Variable” category that you have more control over. Whenever you spend any money in the Variable category, write it in the white box and subtract from the amount you have left in that category. When you reach “zero” in the category, stop spending.

**FAMILY TRACK-SPENDING CARD for MONTH: (INCOME: $)**

<table>
<thead>
<tr>
<th>FIXED BILLS</th>
<th>Food and treats</th>
<th>Auto gas and repairs</th>
<th>Gifts</th>
<th>Recreation</th>
<th>Charity</th>
<th>Other</th>
<th>What did you buy?</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Mark when paid</td>
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</tbody>
</table>

**TOTAL** $ $ $ $ $ $ $ $ $

**KIDS’ BUDGET TRACKING CARD for MONTH: (INCOME: $)**

<table>
<thead>
<tr>
<th>THINGS I’M SAVING FOR</th>
<th>Food and treats</th>
<th>Toys and games</th>
<th>Clothes/personal</th>
<th>Gifts</th>
<th>Fun</th>
<th>Charity</th>
<th>Other</th>
<th>What did you buy?</th>
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</thead>
<tbody>
<tr>
<td>X Mark when saved</td>
<td>Amount</td>
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</table>

**TOTAL** $ $ $ $ $ $ $ $ $

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Pro-Social Skills for a Successful Life
Help kids change for the better

These skills will help your child in life and at school. Be sure to practice them together using pretend situations several times until they come naturally.

**HOW TO ACHIEVE YOUR GOALS**
1. Think deeply about what you want most in life.
2. Fill out the “Achieving My Goals and Dreams” sheet.
3. Read your “Goals” sheet each morning.
4. Be aware when you get distracted or tempted to vary from your goal.
5. Practice “Mind-Switching” to bring your thoughts to what you want most. Then do it.

**HOW TO DEVELOP A POSITIVE NATURE**
1. Recognize that life has both good and difficult parts, and that our brains grow and become more capable by solving problems.
2. Look for a positive benefit in each difficult situation.
3. Daily smile and say positive things to yourself and others, even if you don’t feel like it at first.
4. Look for three small things to feel grateful for each day and write them in a journal.
5. Do something nice for someone else every day.

**HOW TO DEVELOP PERSISTENCE**
1. Decide something that you want to accomplish and write down why it is important to you.
2. List all the steps you will need to take to achieve it.
3. Mentally envision yourself doing each step; then begin.
4. Daily encourage yourself to be brave, be determined, and not give up.
5. During each step, congratulate yourself for not giving up.

**HOW TO ASK FOR HELP**
1. Raise your hand or stand near the person.
2. Ask if the person has time to help you now. If not, ask for a later time.
3. Describe the problem or need clearly.
4. Listen carefully to what they say.
5. Thank the person for helping you.
These skills will help your child in life and at school. Be sure to practice them together several times using pretend situations until they come naturally.

**HOW TO GIVE POSITIVE CRITICISM**

1. Feel respect and concern for the person.
2. Pick a good time and place to talk to him or her.
3. Say what you like about the person first.
4. Ask if the person noticed the problem.
5. Ask what he or she thinks the solution might be.
6. Offer your own solution if needed and ask if he or she will do it.
7. Thank the person for listening. Express love for him or her.

**HOW TO RECEIVE CRITICISM CALMLY**

1. Look at the person politely.
2. Listen carefully to what he or she is saying.
3. Ask polite questions if you need more information.
4. Restate the criticism.

**HOW TO DEVELOP IMPULSE CONTROL**

1. Practice Mindfulness Breathing for 2–5 minutes night and morning to train your brain to focus.
2. Choose one weak area in your life where you need impulse control. Make a plan of what to think and do when you are triggered to be impulsive. Then courageously follow your plan.
3. When you are tempted to be impulsive, take three deep breaths through your nose and ask yourself the W.I.S.E. question:
   - **W** = Will everyone say it’s ok if I do or say it?
   - **I** = Is it true and necessary?
   - **S** = Will this help me be my highest and best self?
   - **E** = Do I want everyone to do it to me?
4. Redirect your thoughts to a more positive thing to do; then do it.

**HOW TO SUCCEED IN SCHOOL**

1. Keep a good attitude about education and your ability to learn. Use positive self-talk.
2. Don’t skip classes. Listen carefully and take notes.
3. Write down all your homework assignments and test dates in a notebook as soon as you know about them.
4. Start your homework as soon as you get home.
5. Divide large projects into small tasks. Do each sub-task on a set day.
6. Be persistent. If things are hard, ask for help; do more practice work; or find a better strategy.
7. Thank your teachers and be nice to them. They will be more willing to help you.
“Every person is born into the world to do something unique and something distinctive, and if he or she does not do it, it will never be done.”

Benjamin E. May, educator and scholar

“There is a vitality, a life force, an energy, a quickening that is translated through you into action, and because there is only one of you in all of time, this expression is unique. And if you block it, it will never exist through any other medium and it will be lost. The world will not have it.”

Martha Graham, dancer

“The tragedy of life does not lie in not reaching your goal. The tragedy lies in having no goal to reach.”

Benjamin E. May, educator and scholar