

16. Goals For Personal Development

This form is to help you think about various aspects of your relationships with others and your skills in group situations. It gives you a chance to set your own goals for development. The steps in using it are:

1. Read through the list of activities and decide which ones you are doing all right, which ones you should do more, and which ones you should do less. Mark each item in the appropriate place.
2. Some goals that are not listed may be more important to you than those listed. Write such goals on the blank lines.
3. Go back over the whole list and circle the numbers of the three or four activities which you would like to improve most at this time.

<u>Communication Skills</u>	<u>Doing all right</u>	<u>Need to do more</u>	<u>Need to do less</u>
1. Amount of talking in group	_____	_____	_____
2. Being brief and concise	_____	_____	_____
3. Being forceful	_____	_____	_____
4. Drawing others out	_____	_____	_____
5. Listening alertly	_____	_____	_____
6. Thinking before I talk	_____	_____	_____
7. Keeping my remarks on the topic	_____	_____	_____
8. _____	_____	_____	_____

<u>Observation Skills</u>	<u>Doing all right</u>	<u>Need to do more</u>	<u>Need to do less</u>
1. Noting tension in group	_____	_____	_____
2. Noting who talks to whom	_____	_____	_____
3. Noting interest level of group	_____	_____	_____
4. Sensing feelings of individuals	_____	_____	_____
5. Noting who is being "left out"	_____	_____	_____
6. Noting reactions to my comments	_____	_____	_____
7. Noting when a group avoids a topic	_____	_____	_____
8. _____	_____	_____	_____

