This activity asks students to identify a dream or purpose (like becoming a vet tech or animal advocate), then set goals to realize their dream. The goals are further broken down into inner and outer action steps that are measurable and follow the DAPPS rule (Dated, Achievable, Personal, Positive and Specific). The included worksheet allows for two weeks of tracking, but the activity can span a longer or shorter time period.

The benefit to the Tracking Form Activity comes from reviewing the goals with students. Students often set themselves up for failure by making the goals too lofty. I help students really break the goals down into very small steps that are easily achieved, which allows them to measure their own progress and refine the steps they need to take to be successful.

This worksheet is a modified version of an activity included in an [On Course workshop](https://oncourseworkshop.com/).

Stacey Benton DVM

University of Cincinnati Blue Ash College Veterinary Technology Program

bentonsy@ucmail.uc.edu

**Tracking Form Activity**

**Dream/Purpose:**

**Long-Term Goals:**

**Short-Term Goals (to be accomplished this semester):** These should follow the DAPPS rule and be Dated, Achievable, Personal, Positive and Specific.

**1.**

**2.**

**3.**

**OUTER Action Steps** (these are things you do outwardly, like study for an hour or attend class)

 Dates:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**INNER Action Steps** (these are things you do internally, like gratitude or self-forgiveness)

 Dates:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Tracking Form Activity EXAMPLE**

**Dream/Purpose:** VTS in anesthesia

**Long-Term Goal:** Become a registered Vet Tech by 2021

**Short-Term Goals (to be accomplished this semester):** These should follow the DAPPS rule and be Dated, Achievable, Personal, Positive and Specific.

**1.** Get Bs on the first LP II exams

**2.** Master the anesthesia machine by the first surgery rotation

**3.** Confidently restrain a mouse for the Blue Book sign off

**OUTER Action Steps** (these are things you do outwardly, like study for an hour or attend class)

 Dates: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Study LP for a half hour every day | X |  | X | X |  |  | X |  |  | X | X | X |  | X |
| Make and review anesthesia machine flashcards |  | X |  | X | X |  |  | X |  |  | X |  | X |  |
| Review PAS mouse restraint videos before labs | X |  |  | X |  |  |  | X |  |  | X |  |  |  |
| Ask questions when I don’t understand something |  |  | X |  |  |  |  | X |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**INNER Action Steps** (these are things you do internally, like gratitude or self-forgiveness)

 Dates: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use STOP when I feel anxious with rodents |  | X |  |  |  | X |  |  |  |  |  |  | X |  |
| Say positive affirmations |  |  | X |  |  | X | X |  |  | X | X |  |  | X |
| Try meditation | X |  |  |  | X |  |  |  |  | X |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |