



## Sample Goal Setting Worksheet

This worksheet is an example of how a case manager and a tenant can collaborate to document the tenant's goals. The case manager should assist the tenant by encouraging him/her to make short-term, achievable goals, as well as at least one long-term goal.

GOAL	STEPS / BARRIERS	WORKER WILL:	TENANT WILL:
1. Get a job by Jan. 2003	1. Prepare resume (8/02) 2. Find job leads (9/02) 3. Practice interviews (10/02) 4. Get interview clothes (10/02) 5. Difficulty getting up early in morning – consider impact of alcohol & address (ongoing)	1. Provide computer access and resume writing classes, review & evaluate (8/02) 2. Provide access to newspaper and assist in job lead search (9/02) 3. Conduct mock interview and videotape for review (10/02) 4. Refer to substance abuse services as needed, provide feedback regarding behavioral observations, be prepared to see resident each morning showered and dressed by 9:00 a.m.	1. Write & type resume (8/02) 2. ID and search papers & other resources for job leads (9/02) 3. Practice interviewing and work to improve interview skills (10/02) 4. Make effort to get up by 8:00 M-F starting next week. If unable to do so everyday, try to stop drinking by 8:00 p.m. the night before. (following week) If unable to do so, cease drinking and/or talk with a s/a specialist. (2 wks from today) Keep 9 a.m. appt. with worker each morning – arrive dressed & showered

Note: This document is included within the *Supportive Services* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at [www.csh.org/toolkit2](http://www.csh.org/toolkit2). This document has been adapted from the HUD-funded curriculum *Case Management Services*, which is available at [www.csh.org/training](http://www.csh.org/training).