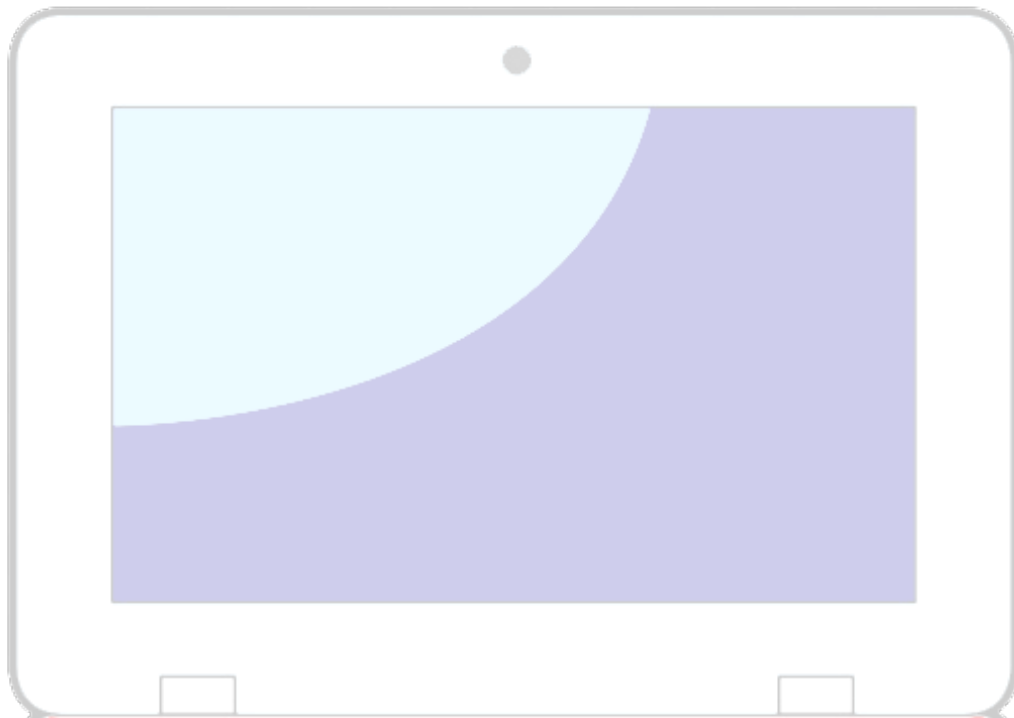


How will you stay on track?

| 1 | <p>When I will work on this course.</p> <p>(Allocate some time each day you have available. You should be able to complete this course in two weeks at the most, depending on your other commitments.)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="padding: 5px;">MON</th> <th style="padding: 5px;">TUE</th> <th style="padding: 5px;">WED</th> <th style="padding: 5px;">THU</th> <th style="padding: 5px;">FRI</th> <th style="padding: 5px;">SAT</th> <th style="padding: 5px;">SUN</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th style="padding: 5px;">MON</th> <th style="padding: 5px;">TUE</th> <th style="padding: 5px;">WED</th> <th style="padding: 5px;">THU</th> <th style="padding: 5px;">FRI</th> <th style="padding: 5px;">SAT</th> <th style="padding: 5px;">SUN</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | MON | TUE | WED | THU | FRI | SAT | SUN | | | | | | | | MON | TUE | WED | THU | FRI | SAT | SUN | | | | | | | |
|----------|---|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|--|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|--|
| MON | TUE | WED | THU | FRI | SAT | SUN | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MON | TUE | WED | THU | FRI | SAT | SUN | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>What my goals are for completing this course.</p> <p>Hint: Write SMART goals:</p> <p>Specific – make sure your goals are clear. Try to think beyond ‘get a job’.</p> <p>Measurable – this may be simply ‘complete all workbooks’, or you may add other measurements.</p> <p>Achievable – make sure your goals are realistic and are not ‘get rich quick’ goals, such as ‘earn half a million dollars in a week after doing this course’.</p> <p>Relevant – make sure the goals really matter to <i>you</i>.</p> <p>Time-bound – where do your goals start and stop? Depending on how much free time you have, your goals could be: ‘Complete one Workbook a day’; or ‘Work on the course for two hours a day’; etc.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>How I will stay motivated to complete this course.</p> <p>(e.g. Buy a chocolate bar after completing each Workbook; go to a movie after completing the course.)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

4 Where I can get support to complete this course.

- The Right Good group on Facebook [@rightgoodgroup](#)
- karolyn.timarkos@rightgood.co.nz
- Local library and local job centre
- Friends and family



5 Write down what you think the purpose of a resumé is.

(You'll find out the answer in Section A of the course you choose.)