



GOALS

EXAMPLE

This page can be referenced as an example when filling out your own Goals Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

TOP SIX LIFELONG GOALS	PARENTS/MENTORS
1. School: graduate from college	Ms. Kinzer - English teacher
2. Home: have a happy family	My parents
3. Work: pursue a career I love	Aunt Swendy - entrepreneur
4. Health: live a healthy lifestyle	Jesse - my running partner
5. Service: serve others daily	Maureen - religious leader
6. Fun: enjoy life!	Sam - my best friend



GOALS

ACT. As you reflect upon the most important things in your life, please write down your top six goals and the people who will help you achieve each goal. Having lifelong goals will guide you in the years to come. Please make a copy of this action item to share with your parents/mentors.

Please visit <http://www.theleaderinme.org/12conversations> to download this template.

TOP SIX LIFELONG GOALS	PARENTS/MENTORS
1.	
2.	
3.	
4.	
5.	
6.	



PLANNING & PREPARATION

EXAMPLE

This page can be referenced as an example when filling out your own Planning & Preparation Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

TOP SIX LIFELONG GOALS	SIX-MONTH PLAN
1. School: graduate from college	Do my homework every day Earn a 4.0 GPA this semester/ quarter Visit one college campus with my parents/mentors
2. Home: have a happy family	Spend more time with my family each day Help with household chores Write in my journal weekly
3. Work: pursue a career I love	Visit two people at work to learn what they do Update my financial budget every week Read a good book cover to cover
4. Health: live a healthy lifestyle	Exercise three times each week Stop eating so much sugar Find time to meditate/ponder daily
5. Service: serve others daily	Volunteer at a local service organization at least once a month Make a new friend at school Offer to help friends with homework
6. Fun: enjoy life!	Beat my high score on my favorite game Join a club at school Play my favorite sport/instrument/ activity every week



PLANNING & PREPARATION

ACT. As you think about your six lifelong goals that you listed in the last Conversation, begin to set specific plans for the accomplishment of your goals in the next six months and continually repeat this process.

Please visit <http://www.theleaderinme.org/12conversations> to download this template.

TOP SIX LIFELONG GOALS	SIX-MONTH PLAN
1.	
2.	
3.	
4.	
5.	
6.	



TIME MANAGEMENT

EXAMPLE

This page can be referenced as an example when filling out your own Time Management Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
6 A.M.–7 A.M.	Wake up, exercise, shower, get ready	Wake up, exercise, shower, get ready	Wake up, exercise, shower, get ready	Wake up, exercise, shower, get ready	Wake up, exercise, shower, get ready		
7 A.M.–8 A.M.							
8 A.M.–9 A.M.	School homework due: Biology project, Math assignment 1, and music hours sheet	School homework due: English essay draft and design for yearbook	School homework due: Math assignment 2	School homework due: final Introduction in English essay and solo competition is today in music	School		
9 A.M.–10 A.M.						Mow lawn & clean room	
10 A.M.–11 A.M.							Service
11 A.M.–12 P.M.						University campus tour	
12 P.M.–1 P.M.							
1 P.M.–2 P.M.							Nap time!
2 P.M.–3 P.M.							
3 P.M.–4 P.M.	Sports practice	Drama club	Sports practice	Drama club	Sports practice		
4 P.M.–5 P.M.		Homework		Homework			
5 P.M.–6 P.M.	Family dinner	Family dinner	Family dinner	Family dinner	Family dinner		Family dinner
6 P.M.–7 P.M.	Homework	Piano	Homework	Watch TV	Homework		
7 P.M.–8 P.M.	Family activity	Watch TV	Hang out with friends	Community activity	Volunteer	Basketball with friends	
8 P.M.–9 P.M.							Journal
9 P.M.–10 P.M.	Read and sleep	Read and sleep	Read and sleep	Read and sleep			Read and sleep
10 P.M.–11 P.M.					Read and sleep	Read and sleep	



TIME MANAGEMENT

ACT. In this section you will be taking time to thoroughly plan out an entire week. Think about everything you must accomplish and everything you want to accomplish. Refer to this calendar throughout your day and make decisions based on your plans. We encourage you to get in the habit of planning each week. Please visit <http://www.theleaderinme.org/12conversations> to download this template.

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
6 A.M.–7 A.M.							
7 A.M.–8 A.M.							
8 A.M.–9 A.M.							
9 A.M.–10 A.M.							
10 A.M.–11 A.M.							
11 A.M.–12 P.M.							
12 P.M.–1 P.M.							
1 P.M.–2 P.M.							
2 P.M.–3 P.M.							
3 P.M.–4 P.M.							
4 P.M.–5 P.M.							
5 P.M.–6 P.M.							
6 P.M.–7 P.M.							
7 P.M.–8 P.M.							
8 P.M.–9 P.M.							
9 P.M.–10 P.M.							
10 P.M.–11 P.M.							



GPA

EXAMPLE

This page can be referenced as an example when filling out your own GPA Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

GPA TRACKER

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	GPA	CUMULATIVE GPA	GPA	CUMULATIVE GPA	GPA	CUMULATIVE GPA	GPA	CUMULATIVE GPA
7th Grade	3.7	3.7	3.8	3.75	3.9	3.8	4.0	3.85
8th Grade	3.8	3.8	4.0	3.9	3.7	3.83	3.6	3.78
9th Grade								
10th Grade								
11th Grade								
12th Grade								



GPA

ACT. Your GPA is crucial to academic success, so it is important that you routinely track it. Every three months you should write down your current GPA and your cumulative GPA (average of all GPAs). Remember that, for better or worse, your cumulative GPA is tracked the entire time you are in high school (9th–12th grade) and is the GPA that colleges will evaluate you on.

Please visit <http://www.theleaderinme.org/12conversations> to download this template.

GPA TRACKER

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	GPA	CUMULATIVE GPA	GPA	CUMULATIVE GPA	GPA	CUMULATIVE GPA	GPA	CUMULATIVE GPA
7th Grade								
8th Grade								
9th Grade								
10th Grade								
11th Grade								
12th Grade								



EXTRA & CO CURRICULAR ACTIVITIES

EXAMPLE

This page can be referenced as an example when filling out your own Extra- & Co-Curricular Activities Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

EXTRACURRICULAR ACTIVITIES

	Description	Name/Contact	Meeting Times
Activity #1	Member of school sports team	Coach Matthews cell phone: (xxx) xxx-xxxx	Monday's, Wednesday's, and Friday's from 3-5 PM
Activity #2	Take piano lessons each week	Lori cell phone: (xxx) xxx-xxxx	Tuesdays at 6:30 PM

CO-CURRICULAR ACTIVITIES

	Description	Name/Contact	Meeting Times
Activity #1	Practicing to become an actress	Mr. Johnson mjohnson@email. edu	Tuesday's and Thursday's from 3-4 PM
Activity #2	Receive support in hard classes	Mrs. Kinzer skinzer@email. edu	Anytime during school or by appointment



EXTRA & CO CURRICULAR ACTIVITIES

ACT: The template provided in this section requires you to fill out two extracurricular activities and two co-curricular activities that describe your interests. These activities can include clubs, hobbies, professional organizations, etc. Take some time to fill in the activities you are currently involved in and/or would like to be involved in. Write a short description of the activity, the name and contact information of the person in charge, and a list of meeting times to put into your weekly calendar. Please visit <http://www.theleaderinme.org/12conversations> to download this template.

EXTRACURRICULAR ACTIVITIES

	Description	Name/Contact	Meeting Times
Activity #1			
Activity #2			

CO-CURRICULAR ACTIVITIES

	Description	Name/Contact	Meeting Times
Activity #1			
Activity #2			



SERVICE

EXAMPLE

This page can be referenced as an example when filling out your own Service Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

MY PERSONAL MISSION STATEMENT

Write down your own personal mission statement and keep it in a place where you can read it each day.

Each day I will live my life in a way that inspires others to achieve their full potential.



SERVICE

ACT. Now is the time for you to write your own personal mission statement. Put serious thought into what you write. We encourage you to put this in a place where you can read it daily and reflect upon the words you've written.

Please visit <http://www.theleaderinme.org/12conversations> to download this template.

MY PERSONAL MISSION STATEMENT

Write down your own personal mission statement and keep it in a place where you can read it each day.