“If you’re not selective, you’re not effective.”

“Worse than not being able to see, is being able to see and have no vision.”

“Whether you think you can or think you can’t, you’re right.”  
Henry Ford

“The single defining quality of leaders is the capacity to create and realize a vision.”  
Warren Bennis

“Do every act of life as if it were your last.”  
Marcus Aurelius

“Where there is no vision, the people perish.”  
Proverbs 29:18
**Learning Skill:** This is a general topic in which you have targeted self-development. Examples include communication skills, networking, interpersonal relationships, group process, meeting management, stress management, physical fitness, problem solving, work habits.

**Goals:** A goal is a clear and accurate picture of what you want to be able to do. Accomplishing a goal is changing a behavior that, once accomplished, can be seen or felt by others, or intrinsically realized by you. An elaborate goal plan could include primary goals that could be achieved within the next three to six months; intermediate goals take from three months to several years, like a college degree; life goals require you to start preparing for now.

**Specific Objectives:** In order to accomplish a goal, it will be helpful to break it down into sequential increments or learning steps. Decide which criteria indicates progress and / or accomplishment.

**Criteria:** Criteria are the degree of accomplishment you are working toward, or when you will know you have accomplished your objectives.

**Resources:** Identify an information / assistance system. Think “out of the box” to identify less conventional means.

**Methods and Activities:** What will you actually be doing to achieve your objectives?

**Evaluation Procedure:** Honest self assessment, constructive group feedback, and positive self-talk are all components of evaluation. Think of this as a process of development, not as a pass or fail final judgment day.

**Deadlines:** There’s a reason it’s called a contract. A contract makes you accountable by virtue of your commitment. It’s self-actuation through reciprocity.
**INDIVIDUAL LEARNING CONTRACT**

This form, once completed, should be shared with others to help you with accountability, it should be updated, and used as a guide to assist you in accomplishing your goals.

**Part I**

Name: ________________________________

Learning Skill Area: _______________________

Goal: ____________________________________

Specific Objective:

Resources:

Methods/Activities:

Deadline:_______________________________

Date Completed:_________________________

*Adapted from the RULE program.*

[https://extension.psu.edu/programs/rule](https://extension.psu.edu/programs/rule)
Part II

This is for you to negotiate a means of documenting, monitoring, and evaluating your methods and accomplishments.

I will do the following activities to document and monitor my activities (you may check more than one).

_____ Keep a journal and/or chart of my learning-goals.
_____ Give an oral report of my activities during small group learning contract time.
_____ Demonstrate or distribute examples of accomplishments.
_____ Keep my learning contract revised and updated.
_____ Other (Please complete) ________________________________

Part III

I would like the group to evaluate me on the following points (you may check more than one).

_____ My selection of individual learning contract specifics.
_____ How well I keep to my deadlines, session-by-session.
_____ My continual improvement in my goal areas.
_____ My self-feedback (am I seeing myself realistically).
_____ Other (Please list) ______________________________________

Part IV

Signatures

_________________________________  _______________________
_________________________________  _______________________
_________________________________  _______________________
_________________________________  _______________________