

Workbook 3

my **choice** matters
NSW Consumer Development Fund

Living Life
My Way

Setting goals



Where do I want to work?





My name

Where I live

My phone number



This book talks about having goals about work.



You can use this book

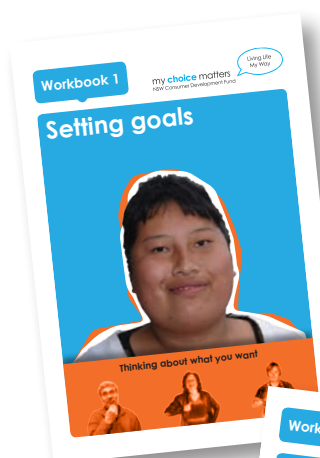
- by yourself
- with your family
- with a friend
- with a group of people.



There are 2 more books that can help you get your dreams and have goals.

They are called

- **Workbook 1 - Setting goals:**
Thinking about what you want
- **Workbook 2 - Setting goals:**
Where do I want to live?



Why do I want to work?



Having a job can be great.

You can

- learn things
- meet new people
- get money to pay for things you want.



People have different reasons for wanting to work.

You can have more than 1 reason.



You can say the reasons you want to work on page 3 and 4.

Why do you want to work?



Tick any of the reasons you want to work.



I want to meet new people

☐

I want to make money

☐

I want to learn new things

☐

I want to do interesting things

☐

Are there other reasons you want to work?

You can write or draw your answer below.

A large white rectangular area for writing or drawing, framed by a blue header bar. The header bar contains six white icons representing different professions: a person sitting at a desk with a laptop, a person using a paint roller, a person pushing a hand truck with a box, a factory with smoke, two people shaking hands, and crossed tools (a hammer and a wrench).

Where do you want to work?



Think about where you want to work.

It can help you think about the kind of job you want.



Do you like being outside?

An office job may not be right for you.



Do you like lots of noise?

A library could be the wrong place.

☐

Yes

☐

Not
Sure

☐

No

There are some questions on the next pages about where you could work.

These questions are to help you think about where you want to work.



Tick **yes** if this is where you want to work.

Tick **not sure** if you do not know.

Tick **no** if it is not where you want to work.



in an office

☐

Yes

☐

**Not
Sure**

☐

No



**in a shop
or cafe**

☐

Yes

☐

**Not
Sure**

☐

No



**in a school or
pre-school**

☐

Yes

☐

**Not
Sure**

☐

No



at a building site

☐

Yes

☐

**Not
Sure**

☐

No



in a library

☐

Yes

☐

Not
Sure

☐

No



in a factory
or workshop

☐

Yes

☐

Not
Sure

☐

No



in a gym

☐

Yes

☐

Not
Sure

☐

No



at home

☐

Yes

☐

Not
Sure

☐

No



at a TV station

☐

Yes

☐

Not
Sure

☐

No

What are your interests?



Do you know what kind of job you want?



There are lots of different jobs that people do.



To help you work out what job you want to do think about

What you like doing?

What interests you?



There is space on page 9 for you to think about what you like doing.

Think about what you like doing?

You can write or draw your answer below.

A large white rectangular area for writing or drawing, framed by a blue border. The blue border contains six white icons representing different activities: a person digging, a cooking pot with steam, crossed hammer and wrench, two people shaking hands, a shop with a sign, and a person pushing a shopping cart.

What are your skills?



Another thing that can help you get a job is knowing your skills.

Skills are things you know how to do.



You can learn skills in lots of places.



Different people have different skills.

John can cook.

Jane can take photographs.



There is space on page 11 for you to think about your skills.

What are your skills?

What are you good at?

You can write or draw your answer below.

A large white rectangular area for writing or drawing, framed by a blue header. The header contains six white icons representing different skills: a person pushing a cart, a cooking pot with steam, a person digging with a shovel, a paint roller, a person wearing a hard hat, and a person sitting at a desk with a laptop. The main area is a large white rectangle with a thin black border, intended for the user to write or draw their answer.

What do you want to do in your job?



You have thought about what you enjoy and your skills.



Can you do the things you like for a job?



Can you use your skills for a job?

☐

Yes

☐

**Not
Sure**

☐

No

There are some questions to help you think about what you would like to do for a job on the next page.

These questions are to help you think about what you want to do for your job.



Tick **yes** if this is what you want your job to be like.

Tick **not sure** if you do not know.

Tick **no** if it is not what you want your job to be like.

I want a job where



I make things

☐

Yes

☐

Not
Sure

☐

No



I work
things out

☐

Yes

☐

Not
Sure

☐

No



I help people

☐

Yes

☐

Not
Sure

☐

No



I fix things

☐

Yes

☐

**Not
Sure**

☐

No



**I am with
animals**

☐

Yes

☐

**Not
Sure**

☐

No



I clean things

☐

Yes

☐

**Not
Sure**

☐

No



**I talk to
people**

☐

Yes

☐

**Not
Sure**

☐

No



I drive

☐

Yes

☐

**Not
Sure**

☐

No

Are there other things you would like to do in your job?

You can write or draw your answer below.

A large white rectangular area for writing or drawing, framed by a blue header bar. The header bar contains five white icons: a person walking a dog, a laptop, two people sitting and talking, a person wearing a headset, and a hand holding a tray with a dome-shaped object. The main area is empty, intended for the user's response.

What you can do to get ready



Working out the right job for you can be hard.



When you know what you want to do you can get ready to apply for a job.



It can take a long time to get ready.

You might need to do some training.



Here are **5 things** you can do to get ready for work.

1. Training

You can learn skills to do the job you want at



- TAFE
- School
- Community college
- University.

2. Volunteer

You volunteer when you do some work but do not get paid money.



Volunteering can

- help you learn how to do the job
- let you work out if you like the job
- show you have real interest in the job.



3. Learn skills in your everyday life

- cook at home
- start a garden.

4. Do things in your community

You can get more involved in your community.

You can join a club or a committee.

This can be good to

- meet more people
- learn more things
- let people know you want to work.



5. Make a resume

A resume is a document that shows the skills and experience you have.

It includes references from people who know you.

It is one way an employer decides if they will talk to you about a job.





**Tick any of the things you
will do to get ready for work**



**make a resume that
includes references**

☐

training

☐

volunteer

☐

**do things in
my community**

☐

**try more things
in everyday life**

☐

My dreams about work



You have thought about

- why you want a job
- what sort of things you want to do at work
- where you want to work.



Now it is time to think about the job of your dreams.

What are your dreams for work?

You can write or draw your answer below

A large white rectangular area for writing or drawing, framed by a blue header bar. The header bar contains six white icons representing different professions: an airplane, a forklift, an astronaut, a bouquet of flowers, a chef, and a factory machine. The main area is empty, providing space for a user's response.

Thinking about dreams to work out your job goals



On page 21 you said your dreams for work.

Look at what you said.



Have you left anything out?



Are your dreams clear?

Like a dream to work in a paper shop in the next 6 months?



Or are your dreams more unclear?

Like a dream to get paid a lot of money?

Turning your dreams into goals



It is ok if your dreams are unclear.



Goals about your work need to be

- clear
- able to be measured
- able to be done by a date you say
- something you want or need.



You can look back at **Workbook 1 - Setting goals: Thinking about what you want** to remind yourself of your dreams for your life.

Setting goals about getting a job



Look at what you have said in this workbook.

1



Choose 1 thing you need to do to get a job.

Think of a goal about that thing.



There is a space to practise thinking about a goal on the next page.

My goal to help me get a job



Think about your dreams about getting a job.

Think about a goal to make it happen.

You can write or draw your answer below.

My goal is

I will know when I have reached my goal when

My goal will be done by this date

I want my goal because

My goal to help me get a job



Think about what you have said on page 25.

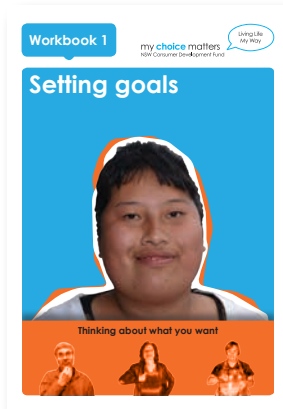
What are 2 things you can do to get your goal.

You can write or draw your answer below.

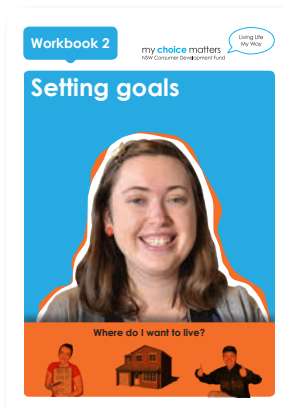
1.

2.

Do you want to know more?



You can look at book 1.



You can look at book 2.

mylearningmatters

You can get more ideas from a website called **My Learning Matters**.

www.mylearningmatters.org.au

You can contact **My Choice Matters**.

The ways you can contact us are on the next page.

my **choice** matters
NSW Consumer Development Fund



Ways you can contact us



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NSW Consumer Development Fund

Living Life
My Way



Council for
Intellectual Disability

This book was made by **My Choice Matters**





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