WORKFORCE PREPARATION PROJECT RECORD

Name_________________________ Years in Project___ 4-H Program Year______

Please check what you selected as your project area. Use a separate Record Sheet for each of the project areas listed.  

- Career Exploration & Employability  
- Entrepreneurship  

**PROJECT GOAL** Setting goals and then checking progress on the attainment of those goals is an important part of 4-H. Complete the first two boxes at the beginning of the year. Complete the last two boxes before you turn in your Record Book.

<table>
<thead>
<tr>
<th>Set a goal related to your project.</th>
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<tbody>
<tr>
<td>How will you reach your goal?</td>
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<td>This is your action plan to attain your goal. Be specific and list each step needed to reach your goal.</td>
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<td>Did you accomplish your goal?</td>
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<td>Write about any assistance you received to reach your goal. If you didn’t accomplish your goal- what obstacles prevented you from doing so and how did you try to overcome those obstacles?</td>
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<td>For next year . . . How will you change your goal?</td>
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</table>
**DESCRIBE YOUR PROJECT**  Summarize your project in a few sentences.

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**PROJECT ACTIVITIES**  List special project meetings attended or conducted, tours, field trips, fair exhibits, etc that you did in your project this year. Include non 4-H events/activities that relate to your project.  Please note in the Activity column if it was a 4-H or non 4-H activity/event.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>What did you do?</th>
<th>What did you learn?</th>
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**TIME SPENT ON PROJECT**  Record the amount of time you spend with your project during the year.

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**Comments**
**SKILLS GAINED** In order to be successful, it is important to become proficient in several skills. Please fill in the following chart based on this year's project in workforce readiness.

<table>
<thead>
<tr>
<th>Skill</th>
<th>How I Used This Skill In My Project</th>
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<tbody>
<tr>
<td>BASIC SKILLS - reads, writes, performs math operations, listens &amp; speaks</td>
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<td>THINKING SKILLS - thinks creatively, makes decisions, solves problems, visualizes, knows how to learn &amp; reasons</td>
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<td>PERSONAL QUALITIES - displays responsibility, self-esteem, sociability, self-management, integrity &amp; honesty</td>
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<td>RESOURCES - identifies, organizes, plans and allocates time, money, materials, space &amp; people</td>
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<td>INTERPERSONAL SKILLS - works on teams, teaches others, serves customers, leads, negotiates, works well with people from diverse backgrounds</td>
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<td>INFORMATION - acquires &amp; evaluates information, organizes &amp; maintains files, interprets &amp; communicates information, uses computers to process information</td>
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<td>SYSTEMS - understands social, organizational &amp; technological systems, monitors &amp; corrects performance, improves or designs systems</td>
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<tr>
<td>TECHNOLOGY - selects equipment &amp; tools, applies technology to tasks, maintains/troubleshoots equipment</td>
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## PROJECT FINANCIAL STATEMENT

<table>
<thead>
<tr>
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<th>Income</th>
<th>Expenses</th>
<th>Profit/Loss</th>
<th>Comments</th>
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## YEARLY REVIEW
List skills you learned or improved this year.

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What challenges did you encounter in your project? How did you resolve them?
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How will you use what you learned? ______________________________________________________
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Review your financial summary. What did you learn? Would you do anything differently? What advice would you give to another 4-H’er in this project?
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Attach one or two selected photographs or news articles. (optional)