



CONNECTICUT 4-H RECORD KEEPING

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.

Set a goal related to your project.	
How will you reach your goal? This is your action plan to attain your goal. Be specific and list each step needed to reach your goal.	
Did you accomplish your goal? 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?	
For next year . . . How will you change your goal?	

TIME SPENT ON PROJECT Record the amount of time you spend with your project during the year.

									Total Time/ Per Month	Comments
Oct.										
Nov.										
Dec.										
Jan.										
Feb.										
Mar.										
Apr.										
May										
Jun.										
Jul.										
Aug.										
Sep.										
Total hours										

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.

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

PROJECT FINANCIAL STATEMENT

	Income	Expenses	Profit/Loss	Comments
Oct				
Nov				
Dec				
Jan				
Feb				
March				
April				
May				
June				
July				
August				
Sept				
TOTAL				

YEARLY REVIEW

List skills you learned or improved this year.

What challenges did you encounter in your project? How did you resolve them?

How will you use what you learned? _____

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?

Attach one or two selected photographs or news articles. (optional)