



Dear Parents and Swimmers,

Welcome to Horwich Leisure Centre Amateur Swimming Club (or HLCASC) (“the Club”) and congratulations on the successful completion of your trial with the Club. We trust that you will now begin what will be a long, happy and successful membership of the Club and that you achieve all that you want to achieve through your membership of the Club.

The Club is justly proud of its reputation as one of the best swimming clubs in the North West. Horwich swimmers have swum at the Olympics, Paralympics, European Championships and Commonwealth Games. Anthony Howard (see below) represented Great Britain at the Olympic Games in Sydney (2000) and represented England at the Commonwealth Games in 1998, 2002 and 2006, achieving a bronze medal in 1998 in the 4 x 100m freestyle relay. Emma Saunders at age 16 represented England at the Commonwealth Games in 2010 achieving a silver medal in the 4 x 100m freestyle relay and a bronze medal in the 4 x 200m freestyle relay. In 2010 she was shortlisted for the BBC Young Sports Personality of the Year and (at the time of going to press) is one of the hottest young properties in British Swimming.

We are a community based swimming club and look to take on those swimmers from 7 years upwards who have come to the end of a swim development programme run by the Council/Leisure Centre or School. We are keen to encourage any swimmers, regardless of age or ability, and, within the limits of our pool time, try to have training sessions to suit everyone. Our coaches are fully qualified and are dedicated to bring out the maximum potential in each and every swimmer, whether their ambition is to swim competitively, keep fit or just to improve their swimming skills. We are very

lucky to have the services of our Head Coach, Dave Evitts. Dave has a national reputation in British Swimming and carries out his role for Horwich alongside his “day job” for the ASA. He is assisted in his role by David Dewhurst, Peter Firth, Ian Hall and Anthony Howard (see above).

Our mission statement is:-

***To provide a safe, enjoyable and (where appropriate) competitive environment in which swimmers can continue their swimming education, development of swimming skills and achieve their swimming goals***

***The Horwich ethos is NOT to “flog” swimmers with endless lengths of swimming but to concentrate, in all Groups, on the development and practice of correct swimming technique.***

The Club is affiliated to the **ASA North-West Region** ([www.swimming.org/northwest](http://www.swimming.org/northwest)) and the **Lancashire County Water Polo & Swimming Association** ([www.swimlancashire.org.uk](http://www.swimlancashire.org.uk)).

The business and activities of the Club are conducted in accordance with the Laws, Regulations and Technical Rules of the ASA which include the **ASA Child Safeguarding Policy & Procedures** (Wavepower 2009/11 – [www.swimming.org/asa/clubs-and-members/wavepower](http://www.swimming.org/asa/clubs-and-members/wavepower)) and the **ASA/IOS Code of Ethics** ([www.swimming.org/asa/clubs-and-members/code-of-ethics](http://www.swimming.org/asa/clubs-and-members/code-of-ethics).)

We are primarily a competitive swimming club and as such swim in several different local and national swimming leagues for different age groups and standards of swimming. We run our own club championships (Winter Championships and Summer Sprints) and encourage our swimmers (when they have reached the appropriate standard) to swim for the Club in individual meets run by and through the ASA.

The Club is run by a committee (details of which can be found on the website), comprising a group of parents who have children swimming at the club, who are responsible for the day to day organisation of HLCASC and any decisions or changes that need to be implemented. The committee works closely with the

management of Horwich Leisure Centre who take an active interest in the swimming club and give us their full support.

We are always on the look out for new people to become involved in the running of the Club be it on the Committee or helping at championships organised by the Club. If you are interested in helping then please get in touch with a member of the Committee in person at a Club Session or via the Club e-mail.

Our running costs are met (save for the occasional voluntary contribution) from our membership fees which are paid annually and session fees which are paid to the Club at our Thursday Turton and Saturday morning Horwich sessions.. These fees are used to meet our affiliation fees to the ASA, the swimmers membership fee of the ASA and fees payable to SERCO for use of the Horwich Pool and Coaches.

To this end we are always looking for ways in which to generate extra funds for the Club. We raise funds ourselves through a tuck shop which is run by the Committee on Friday nights, Club Galas and Inter-Club Swimming Competitions, social events (medal presentation evenings) and fund-raising activities at competitions that we host. On a weekend in March 2011 a group of swimmers and parents took part in a Supermarket Packing Event at Tesco's in Horwich raising £1300 for Club Funds. This was repeated this year and a similar amount was raised.

We do hope that you enjoy your time as a member of the Club and if you do have any questions about the Club then please do not hesitate to contact a member of the Committee in person or via the Club e-mail.

## **The Committee**

### **Summer 2012**



## GLOSSARY OF SWIMMING TERMS

### A

- **ASA:** The Amateur Swimming Association - the governing body of British swimming.
- **Age Group:** Division of swimmers according to age, usually in one or two year bands.
- **Alternate Breathing:** In freestyle swimming, breathing to the right side then swimming three strokes and breathing to the left side, then swimming three strokes and breathing the to right side, etc.

### B

- **Backstroke:** One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke in the Medley Relay and second stroke in the Individual Medley.
- **Bag-Cats:** British Age Group Categories, a method of awarding younger swimmers (Girls 13/U, Boys 14/U) for a series of events for which they are awarded points relative to the time achieved rather than medals for 1st, 2nd, 3<sup>rd</sup> etc. County, District and National competitions for these age groups are Bag-Cat competitions.
- **Balance:** Refers to body position. Proper balance implies that your hips and head position are equally close to the surface of the water as you swim, as well as rolling equally to each side during the freestyle and backstroke.
- **Bilateral Breathing:** In freestyle swimming, breathing to the right side then swimming three strokes and breathing to the left side, then swimming three strokes and breathing the to right side, etc.
- **Blocks:** The starting platforms located behind each lane. Blocks have a variety of designs and can be permanent or removable, but also incorporate a bar to allow swimmers to perform backstroke starts.
- **Body Position:** The way your body sits in the water during swimming. Ideal body position requires that your body is as straight and long and as close the surface of the water as possible.

- **Body Roll:** Refers to freestyle and backstroke swimming. Rolling from the left of your body to the right side and back again, etc.
- **Breaststroke:** One of the 4 competitive racing strokes. Breaststroke is swum as the second stroke in the Medley Relay and the third stroke in the Individual Medley.
- **Butterfly:** One of the 4 competitive racing strokes. Butterfly (normally abbreviated to Fly) is swum as the third stroke in the Medley Relay and first stroke in the Individual Medley.

## C

- **Club Championship:** Competition for members of the club irrespective of age or experience subject to Club Rules and criteria.
- **Cap:** The silicone or latex covering worn on the head of swimmers. The colours and team logos adorning these caps are limitless.
- **Carbohydrates:** The main source of food energy used by athletes.
- **Catch:** The point in the stroke pattern where the hand feels the most resistance and begins effective propulsive movement.
- **Circle Swim:** Done when there are more than two swimmers in a lane. Swimmers swim up on one side of the lane, staying close to the lane line and return on the other in the same fashion. Each swimmer normally leaves 5 seconds apart, or as directed by the coach, so there is space between each person in the lane. This is referred to as lane etiquette, which includes other matters involving common courtesy.
- **Clock:** The big clock on the wall of the pool is used for interval training. The red hand goes around every minute (60 seconds). The 60 is sometimes referred to as the "top" and the 30 as the "bottom."
- **Course:** Designated distance (length of pool) for swimming competition. Long Course = 50 metres / Short Course = 25 metres.

## D

- **Dehydration:** The abnormal depletion of body fluids (water). The most common cause of swimmers getting cramp and feeling sick.

## E

- **Event:** A race or stroke over a given distance. An event equals 1 heat with its final, or 1 timed final.

## F

- **False start:** Occurs when a swimmer leaves the starting block, or is moving on the block, before the starter starts the race. The swimmer will be disqualified for making a false start.
- **Faulty Start:** Occurs when a swimmer(s) leave the starting block due to an error of an official or failure of the starting equipment.

- **Fins:** Large rubber or other material fin type devices that fit on a swimmers feet. Used in training to aid development of kick and ankle flexibility
- **Flags:** Pennants that are suspended over the width of each end of the pool, 5 metres from the wall. to allow backstroke swimmers to determine where the end of the pool is
- **Freestyle:** One of the 4 competitive racing strokes. Freestyle (or Free) is swum as the fourth stroke in the Medley Relay and fourth stroke in the Individual Medley. There are no rules governing the form of the stroke.

### G

- **Goals:** Short, Medium and Long range targets set by swimmers, and agreed by the coaches, to aim for.
- **Goggles:** Eyewear worn by swimmers in the pool to protect the swimmers' eyes from the effects of chemicals in the water.

### H

- **Hats:** See 'caps'.
- **Heats:** A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swum, after all heats of the event are completed.
- **High Elbow:** May refer to keeping a high elbow in the recovery phase of freestyle which encourages better balance and body roll. High elbow can refer the pull phase of freestyle where the elbow remains in a higher position over the hand, giving the sensation of reaching over a barrel when pulling through the water.

### I

- **IM:** Short for individual medley, an event in which the swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke and freestyle.
- **Insurance:** The ASA offers 'accident insurance coverage' which is automatic when swimmers, pay their ASA membership fee.
- **Interval Training:** Consists of repeated bouts of moderate- to high- intensity activity separated by brief rest periods of approximately 20-40 seconds.
- **Interval:** A specific elapsed time for swimming and rest used during swim practice.

### J

- **Juniors:** For Regional/District and National competitions normally 16 and under. In Club competitions each club may set their own level of 'a Junior'

### K

- **Kick Board:** A flotation device used by swimmers during training when swimming with legs only.
- **Kick:** The leg movements of a swimmer.

### L

- **Lactic Acid:** In the absence of oxygen, as with anaerobic training, your body will breakdown muscle sugar(glycogen) using a process that produces an acidic by-product

waste called lactate acid. Your muscles may start to burn or ache as lactate acid accumulates and your body can't keep up with removing it from your muscle stores.

- **Lane Ropes:** The dividers used to delineate the individual lanes.
- **Lane:** The specific area in which a swimmer is assigned to swim. (i.e.) Lane 1 or Lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes should be numbered from Right (lane 1) to Left (lane 6).
- **Leg:** The part of a relay event swum by a single team member. A single stroke in the IM.
- **Length:** from one end of the pool to the other; Thus, 4 lengths in a 25 metre pool would be swimming the pool 4 times, totalling 100 metres.
- **Log Book:** A log of everything to do with swimming, including all training sessions and event best times. To be kept by the swimmer him/herself.
- **Long Course:** A 50 metre pool.

### M

- **Medley Relay:** An event when 4 swimmers swim in the order of Backstroke, Breaststroke, Fly & Freestyle over distances of 25, 50 or 100 metres each swimmer.
- **Meet:** A series of events held in one programme. Also known as a Gala.

### N

- **Nationals:** ASA senior, junior and age group meets conducted each year.
- **Negative Split:** The second half of the swim is swum faster than the first half. Ex. 100 metre swim negative splitting-if the first 50 metres is swum around 40 seconds, then the second 50 must be swum faster than 40 seconds.

### O

- **Officials:** The certified or qualified adult volunteers, who operate the many facets of a swim competition.
- **Open Competition:** Meet Competition which any qualified club, organisation, or individual may enter.
- **Over the Top Start:** At some meets and galas for Front Crawl (Freestyle), Breaststroke and Butterfly races the swimmers will remain in the water until the next race starts. This is done to save time, Swimmers should not leave the water until told to do so by the Referee or delegated official.

### P

- **PB: 'Personal Best'** - The best time a swimmer has done so far in a particular stroke/event
- **Paddle:** Hand paddles Coloured plastic devices worn on the swimmers hands during swim practice.
- **Pull Buoy:** A flotation device used for pulling by swimmers in practice.

### Q

- **Qualifying Time:** Times Published times necessary to enter most Open Meets, and all County, District and National competitions. Some competitions will have upper and lower qualifying times.

## R

- **Recovery:** The phase the arm stroke where the arm travels over the water.
- **Referee:** The head official at a swim meet.
- **Registered:** (ASA) It is necessary for all swimmers to be registered (Level 2) if racing in any meets.
- **Relays:** A swimming event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. Medley relays are conducted over 25m, 50m and 100m 200m distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 25m, 50m 100m and 200m distances.

## S

- **Set:** Swim workouts are divided up into sets of swims in a particular stroke, style, and distance, such as kick sets, pull sets, Distance sets, sprint sets, I.M. sets, etc. Sets are given in terms of the distance to be swum, calculated in metres. Therefore, a "set" of "25,s" means swimming one length of the pool before resting, "50's" means two lengths, and so on. Learn to think of your swimming in terms of metres and not in terms of laps or lengths.
- **Short Course:** A 25 yard or more usually a 25 metre pool.
- **Split:** A swimmer's intermediate time in a race. Splits are registered every 25 or 50 metres depending upon the distance of the race and are used to determine if the swimmer is swimming at the correct pace.
- **Stroke:** There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, and Freestyle.
- **Swim-Down:** The loosening a swimmer does after a race when pool space is available. Essential to avoid injury.

## T

- **T20:** A swim over 20 minutes using any stroke in order to ascertain the number of lengths that a swimmer can achieve.
- **Time Trial:** An event or series of events where a swimmer may achieve or better a required qualifying time.
- **Turnover:** The number of times a swimmer's arms turn over (cycle) in a given distance or time during a race.

## U

## V

## W



- **Warm-up:** The practice and loosening session a swimmer does before the meet or their event is swum. Essential to avoid injury.

**X**

**Y**

**Z**



**CLUB SHOP PRODUCTS**

**CLUB POLO SHIRTS**

**CLUB SWIM CAPS**

**FIN BAGS**

**FLIPPERS**

**FLOATS**

**PULL BUOYS**

**GOGGLES**

***On occasions the Club Shop is able to pick up other items (e.g. swim bags, jammers etc) so please always check with Marie on a Friday night to see what she has in stock or can get in stock***



## **LOG BOOK**

**Name:**

**Membership Number:**

**ASA Number:**

**Group:**

**Date Issued:**

## **PURPOSE OF LOG BOOK**

- 1. This Log Book is to track your goals, personal achievements and progress in swimming whilst you are a member of Horwich Leisure Centre Swimming Club (“the Club”).**
- 2. Log Books should be brought along to each training session or swimming event held or organized by the Club with the emergency contact and medical information sections of the Log Book (see below) completed and (if necessary) updated. Replacement copies of the same will be available from the Club website**
- 3. Whilst it is not compulsory for swimmers to complete their Log Books it is a useful exercise as it will enable you to chart your swimming progress and set the short, medium and long-term goals you have for your swimming.**
- 4. The Coaches will be only too willing to assist you with the filling in of your Log Books and setting your goals.**
- 5. You can use the Log Book to record the following, namely:-**
  - The distance(s)/lengths you have completed in each training session and the stroke(s) you worked on.**
  - How you felt (e.g. tired, down, happy, elated etc) before, during and after a session.**
  - What you ate and drank before, during and after a session.**
  - Times you achieve in time trials, at Club Championships, Galas, Meets etc.**
  - Your performance in specific training sets (e.g.) a T20.**

- **Your short, medium and long term goals.**
- **The advice given to you by a coach.**

**Additional Log Book Sheets will be available to download from**  
**[www.horwichleisurecentreasc.org.uk](http://www.horwichleisurecentreasc.org.uk)**

## **EMERGENCY CONTACT DETAILS AND MEDICAL INFORMATION**

**Name:**

**Address:**

**Telephone Number:**

**In case of emergency please contact:-**

<b><u>Contact 1</u></b>	
<b>Name:</b>	
<b>Relationship to swimmer:</b>	
<b>Telephone Number(s)</b>	
<b><u>Contact 2</u></b>	
<b>Name:</b>	
<b>Relationship to swimmer:</b>	
<b>Telephone Number(s)</b>	

<b><u>Contact 3</u></b>	
<b>Name:</b>	
<b>Relationship to swimmer:</b>	
<b>Telephone Number(s)</b>	

<b>Doctor's name</b>	
<b>Address</b>	
<b>Telephone Number</b>	

### **MEDICAL INFORMATION**

<b>Does the swimmer suffer from any medical condition? If yes; please specify the same and indicate any medication being taken.</b>	
<b>Does the swimmer suffer from any allergies? If yes; please</b>	

---

<b>specify the same?</b>	
<b>Is there any other relevant information? If yes; please specify.</b>	



**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

**Before the session**

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

**During the session**

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?
--------------------------	---------------------

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?

**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?

**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?

**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?



**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?

**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?

**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?

**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?



**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?

**SESSION LOG**

Swimmer:	Coach:
Date:	Group: A/B/C

Before the session

How did I feel before the session?	What did I eat before the session?
What did I drink before the session?	Any other comments?

During the session

What was the warm up?	How did I feel after the warm up?
What strokes did I do?	Did I do any drills for these strokes and if so, what drills were they?
How many lengths did I do of each stroke?	What was my total distance in the session?
What swim-down did I do?	How did I feel during the session?
How much water did I drink during the session?	What did I learn from the session?

What could I improve on?	What did I do well?

### After the session

How did I feel immediately after the session?	How did I feel 30 minutes after the session had ended?
What did I eat after the session?	What and how much did I have to drink after the session?
Did I sleep well after the session?	

### General Comments

What are my goals for my next training session?



**GOALS****Name:****Date:****Age:**

<b>My Swimming Strengths</b>
<b>1.</b>
<b>2.</b>
<b>3.</b>
<b>4.</b>
<b>5.</b>

<b>What could I improve on?</b>
<b>1.</b>
<b>2.</b>
<b>3.</b>
<b>4.</b>
<b>5.</b>

<b>What are my short term goals? (2 – 3 months)</b>
---

<b>1.</b>
<b>2.</b>
<b>3.</b>
<b>4.</b>
<b>5.</b>

<b>How do I think I did in achieving these goals?</b>
<b>1.</b>
<b>2.</b>
<b>3.</b>
<b>4.</b>
<b>5.</b>

<b>What are my medium term goals? (6 - 18 months)</b>
<b>1.</b>
<b>2.</b>
<b>3.</b>
<b>4.</b>
<b>5.</b>

**How do I think I did in achieving these goals?**

1.

2.

3.

4.

5.

**What are my long term goals and dreams?**

**Remember aim high!!!!!!**

1.

2.

3.

4.

5.

**How will I go about achieving these goals and dreams?**

1.

2.

3.

4.

5.