7-Step Goal Setting

STEP 1: Write down four S.M.A.R.T. Goals.

1.

2.

3.

4.

S.M.A.R.T. Goals
Specific
Measurable
Attainable
Realistic
Timely
See more at http://topachievement.com/smart.html

Pick one goal from above.

STEP 2: Break main goal into smaller subgoals (remember these should be measurable and attainable).

SUBGOALS	Time Needed	Deadline

STEP 3: Complete the 7-Day Study Plan worksheet.

1. In the top row, include the day of the week/date in each cell.

2. In the left column, list out regular priorities for the week, as well as special priorities (not regular/consistent).

3. Block off all classes/lectures, extracurricular or co-curricular activities, work hours, household commitments, and/or additional responsibilities.

> NOTE: Don't forget meal times and travel time! This timetable should include *actual* time commitments, rather than *ideal* time commitments.
> NOTE: If you want to prepare more than 7 days prior, you should complete more than one timetable for each week.

4. Block off windows for study times, preferably 1-4 hours at a time. Within each "Study Cycle" you want to build in breaks, as well.

> NOTE: Build in longer breaks when possible. Do something fun. Go for a run. Exercise. Go to the movies. Do something you enjoy!

5. List any "to-do list" items in the final row that are not represented within the timetable but need to be accomplished.

6. *Return and Revise* your plan, when needed.

> NOTE: Your Study Plan can be changed as you go, but do this thoughtfully. At day 3, ask yourself, what did you leave out? What interrupted your initial plan, causing a necessary adjustment?
> NOTE: Changing the timetable is much better than simply throwing the timetable away.

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STEP 4: What resources can assist you in achieving this goal?

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STEP 5:
What obstacles might get in the way?

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STEP 6:
What will you do to overcome these obstacles?

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STEP 7: How will you know you have achieved this goal? What will it *look* like and what will it *feel* like?

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