

The following statements are designed to assess your use of goals in your studies and your life. Please mark the rating which best reflects your own experience for each item. Be as honest as you can in responding to these statements so that you can create a realistic picture of how you currently use goals to direct your learning and actions.

	Ratings			
	Never/ Rarely	Sometimes	Often	Almost Always
1. I keep a written set of current long-term, medium-term and short-term goals for my academic, vocational, and personal life.	1	2	3	4
2. I have a clear idea of what I want to accomplish by being in school.	1	2	3	4
3. I know specifically what grade point average I plan to make this semester.	1	2	3	4
4. When I set a goal I make it specific, measurable, attainable, relevant, and include a time frame for completing it.	1	2	3	4
5. I write goals in a positive format—focusing on what I can and will do, not on what I should avoid doing.	1	2	3	4
6. I take major goals and divide them into smaller goals which I put into my schedule for completion.	1	2	3	4
7. I set goals and monitor my progress towards them on a weekly basis.	1	2	3	4
8. I keep a daily “to do list” for key tasks and check off those I accomplish.	1	2	3	4
9. I adjust my actions as necessary to keep on track with my goals.	1	2	3	4
10. I keep records of my goals and reward myself appropriately when I achieve them.	1	2	3	4

Selecting and writing down personally meaningful goals is an important part of achieving them. Without a clear picture of your goals, the path to accomplishing them becomes much more difficult. Well-stated goals aid in prioritizing your time, attention, and energy in the most effective ways and contribute to your success in those areas which are most important to you.

It's very easy for students to focus on the details of their everyday lives and lose sight of their larger, long-term goals. But the process of setting goals allows you to take charge of your life as a student, to recognize your accomplishments, and to appreciate your achievements.

Why Set Goals?

Studies have shown that people who set goals for themselves are more likely to:

- Experience less stress and anxiety.
- concentrate and remember more effectively.
- demonstrate greater self-confidence.
- perform better and achieve more.
- be happier and more satisfied.

What are SMART goals?

SMART stands for the five components of a goal:
Specific, **M**easurable, **A**ction-Oriented, **R**ealistic, and **T**ime-Bound.

The act of thinking carefully about what you want to achieve and determining a clear course of action will give you a better understanding of what your goals are and how you can achieve them.

SPECIFIC. Do you need to finish a particular assignment? Can you break a larger task down into smaller items? Specific goals are goals that state exactly **what** you want to achieve.

MEASURABLE. How many pages? Questions? Laps? Establish clear definitions to help you know if you're reaching (or have reached) your goal. If you're confused about how to measure your goal, you'll be less likely to achieve it.

ACTION-ORIENTED. How many verbs are associated: reading, typing, writing, making? This is the **how** part of goal setting. Describe your goals using action verbs, and outline the exact steps you will take to accomplish your goal.

REALISTIC. Can you do this in the time given? Give yourself the opportunity to succeed by setting goals you'll be able to accomplish. Strive to reach a good middle-ground: goals set too high could discourage you, but goals set too low will fail to challenge and motivate you.

TIME-BOUND. When will you know that you're finished? Decide exactly **when** you'll start and finish your goal. Knowing exactly how long you have to reach your goal is an excellent way to stay motivated and focused.

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: *What exactly will you accomplish?*

Measurable: *How will you know when you have reached this goal?*

Attainable/Action-Oriented: *Is achieving this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you get them? What are the exact steps you should take to accomplish this goal?*

Relevant/Realistic: *Why is this goal significant to your life?*

Timely: *When will you achieve this goal?*

