

DATE _____

TO DO LIST

Write all of your daily goals, rank them by importance, *and get started!*

SCHOOL GOALS:

<input type="checkbox"/>	_____

PERSONAL GOALS:

<input type="checkbox"/>	_____

TIPS FOR MAKING GOALS:

1. MAKE GOALS SPECIFIC AND MEASURABLE

- Write: I am going to read pages 15- 30 in my biology book today (NOT I am going to read for homework today)
- I will get an A on my biology test (NOT I will do well on my test)

2. SET CHALLENGING BUT REALISTIC GOALS

- Maybe science was your worst subject in high school, so an A in the course may be unattainable. A more realistic goal could be to get a B or higher in the course.

3. GOALS SHOULD CORRESPOND TO YOUR OVERALL OBJECTIVES FOR SCHOOL AND LIFE

- What do you want out of college?
 - You could have many different answers to this question (a quality education, a good GPA, the ability to get a desired job afterwards, etc.)
 - Even if you don't have a clear answer, you still have things that are valuable to you -- your expectations, beliefs, needs, etc. Your goals should keep in mind all of these "big picture" ideals.

4. GOALS SHOULD BE SOMETHING YOU TRULY DESIRE

- Choose them yourself (not by parents or advisors- what do you want to achieve?)
- Be driven to achieve your goals- If you decide what they are, you'll be more motivated to complete them.

5. BE POSITIVE!

- Don't use the words NOT or CANNOT. *Work towards your goals.*
- Also stay away from words like try, should, wish, and might. Your goals should be something you will complete, not try to complete.

6. LONG AND SHORT TERM GOALS

- Keep in mind your long term (semester, yearly, and life) goals as well as your short term (monthly, weekly, and daily) goals.
- Making both types of goals will help keep you on track at the present moment and for long term projects, tests, final exams, and further goals you hope to achieve.