

# Planning for Academic Success: Goal Setting Worksheet

This worksheet will help you to set/define goals, allowing you to make a plan to assist you in successfully achieving each goal. Remember to identify **SMART** Goals (**S**pecific, **M**easurable, **A**ction-Oriented/**A**chievable, **R**elevant and **T**ime-Oriented).

## Step 1. Set Your Goals - Identify two goals (one that is related to your academic success, one that is non-academic)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Check your work – is each goal a **SMART** goal? Is it:

Specific?       Measurable?       Action-Oriented/Achievable?       Relevant?       Time-Oriented?

If you cannot check each box, revisit your goal. How can you modify your goal to make sure it meets each SMART criteria?

## Step 2. Make a Plan – Break your academic goal into small steps that will help you work toward your main goal. Remember that each step must be measurable and attainable.

Step	Time Allocated/Needed	Deadline

## Step 3. Look Ahead – For each step above, think about any resources or support needed. Do you have these resources? If not, what will you need to do to obtain each? What potential obstacles might arise? How will you overcome each obstacle?

Resource Needed/Obstacle Identified	What is needed to obtain resource/overcome obstacle?	Who can help/support me?

## Step 4. Visualize Your Success – How will you know you have achieved your goal? What will it look and feel like?

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