

## Planning for Academic Success: Goal Setting Worksheet

Remember to identify **SMART** Goals (**S**pecific, **M**easurable, **A**ction-Oriented/**A**chievable, **R**elevant/**R**ealistic, and **T**ime-Oriented).

**Step 1. Set Your Goal** - Identify one goal related to your academic or personal success.

Example: I will earn an 85% or higher on my first SOCY 1001 exam on September 21<sup>st</sup>. I will attend two office hours by this Friday.

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

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

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

**Step 2. Make a Plan** – Break your 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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