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# Goal Setting Workbook

## Planning for Academic Success: Goal Setting Workbook

This workbook will help you to set and define goals, allowing you to make a plan to assist you in successfully achieving each goal. Remember to identify SMART Goals (Specific, Measurable, Action-Oriented/Achievable, Relevant & Time-Oriented).

**Step 1. Set Your Goals** – Use the space below to write down your goals.

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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 it to make sure it meets each SMART criterion?

**Step 2. Make a Plan** – Break your goals into small steps that will help you work toward your main goal. Remember that each step must be measurable and attainable. Use the template below to break down each goal.

Goal # \_\_\_\_

Step	Time Allocated/Needed	Deadline

**Step 3. Look Ahead** – For each of the steps above, think about any resources or support needed. Do you have these resources? If not, what will you need to obtain each? What potential obstacles might arise? How will you overcome each obstacle? Use the template below.

Goal # \_\_\_\_\_

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

