

goal you want to achieve—it’s a great way to create a road map that will keep you on track and clarify your priorities.

STEP 1: Start with a long-term goal that is related to school or to your intended career—try one of the big kahunas, like “I want to improve my grades.” Make sure the goal is realistic. If you have a C average, shooting for straight As is probably aiming too high, for now at least.

WRITE DOWN YOUR LONG-TERM GOAL:

STEP 2: Write down why this goal is important to you.

STEP 3: Write down how your life will change when you achieve this goal.

STEP 4: Now break down that long-term goal into smaller, short-term goals. These need to be specific: “I want to get raise my grade in English from a C+ to a B.” One long-term goal may generate two or three short-term goals.

1. _____

2. _____

3. _____

STEP 5: You’re not there yet—break down your short-term goals into specific objectives. Each short-term goal might have a specific objective, although some objectives apply to all short-term goals. Here are some examples which you should feel free to use.

- I will turn in all my homework.
- Every day I will spend ten minutes per class reviewing and organizing my notes.
- The same day a research paper is assigned, I will do something to start it. For example, I could write down three possible hypotheses, gather a research source, or make use of my calendar, starting backwards from the due date, to map out a schedule.

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 6: What is the single thing that could keep you from achieving your goal if you're not careful?

STEP 7: Write down a plan for what you'll do if you're not making any progress. Will you ask someone to help you, ask your parents to put your video game controller under lock and key, cut back on an extracurricular activity?

STEP 8: Write down how you'll monitor what you're doing and who will help you do it. This step is a really important because it makes you accountable. Here are some examples:

- I will review this Goal Setter worksheet once a week.
- I will keep track of how well I complete my homework by writing down every assignment (you're doing that already, right?) and putting a check next to every assignment I complete and hand in.
- I will check my grades in every class twice a month.
- I will review this worksheet with my advisor/guidance counselor/favorite teacher and then check in with them every week or so.

STEP 9: This is probably the hardest step of all. Write down exactly what you will *give up* in order to meet your goal. Something has to change, if you have not been successful so far. No pain, no gain. For example: if you want better grades, you might have to find more time to study by cutting back on the time you spend playing video games, watching TV, hanging out with your friends, or surfing the net.

What do you plan to give up? Be specific (e.g., I will give up playing video games every day after school, and start my homework sooner; I will spend two more hours a week studying; I will go to the library and study during my free period instead of going to the cafeteria to hang out with my friends).

STEP 10: Set an intention. An intention is a course of action that you intend to follow. It's an aim that guides your behavior and often gives it a higher purpose. It can also be a positive statement about what you want to experience. Setting intentions can bring greater focus and clarity to your actions, and also make them more meaningful. For example, if you set an intention *before* doing your homework, to either learn something new or practice a skill, you'll get more from your homework instead of just going through the motions.

Here are some examples:

- I intend to give more time, energy, and my best effort to achieve my goal.
- I intend to keep working, even when I am frustrated or feel like giving up.

I INTEND TO:
