

## THE SIX STEPS OF GOAL SETTING

Goal: Pass Algebra Class		Date: May 16	
Task:		Due:	
2	X	Complete Homework Assignments 1 - 10	Mar 5
15		Attend Class Everyday	May 16
10		Take Notes in Class	May 9
11		Complete In-Class Assignments	May 11
4	X	Review Notes before Test 1	Mar 8
3	X	Attend Test 1 Review Session	Mar 7
5	X	Take Test 1	Mar 9
6		Complete Homework Assignments 11 - 19	Apr 2
8		Review Notes before Test 2	Apr 5
7		Attend Test 2 Review Session	Apr 4
9		Take Test 2	Apr 6
12		Complete Homework Assignments 20 - 30	May 11
14		Review Notes before Final Exam	May 15
13		Attend Final Exam Review Session	May 14
16		Take Final Exam	May 16
1	X	Get Supplies for Class	Feb 5

① State the goal in writing

② Set a written due date

③ List all tasks that must be completed to achieve goal

④ Prioritize each task

⑤ Set a due date for each task

⑥ Check off each task as it's completed