

## PART 4

### **GOAL-SETTING WORKSHEETS                      CHAPTER 1**

Use the following pages, as outlined in Chapter 1 of *How to Study in College*, to assist you in the process of defining your goals. If you are working on paper, you may want to use a pencil to retain some flexibility. If you are entering this information on a computer, rapidly type out the goals and ideas on your brainstorm sheet and then use the computer's cut-and-paste or drag-and-drop function to organize the information later on.

#### **Sheet 1: Brainstorm**

Use this sheet to do some brainstorming about your goals. Jot down possible goals or words about them that come to mind, and do so quickly and freely. Don't stop to correct your spelling, polish a phrase, reorganize your notes, or analyze a thought. Just keep going until you've jotted down all that you can think of about your possible goals. Next, look over what you've written and group together similar items. Formulate each group into a goal by writing a summarizing sentence that states the main idea of each group.

#### **Sheet 2: Devise Your Plan**

Focus in on one of the goals you've arrived at, and write it down as a heading on a clean sheet of paper. Beneath this goal, list in chronological order all the steps you'll need to take in order to achieve it.

#### **Sheets 3 and 4: List Your Strengths and Weaknesses**

Consider the academic and personal strengths that will help you achieve your goal and write them down or type them in. These could include skills you already have or classes you have taken as well as personal qualities such as discipline or perseverance. Then take a similar approach to evaluating any obstacles, drawbacks, or barriers that may make it difficult for you to achieve your stated goal. You may want to put your strengths and weaknesses on separate pages. Or you may prefer to create a two-column list on a single page that will enable you to compare them more readily.

## **SHEET 1: BRAINSTORM**

Use this sheet to do some brainstorming about your goals. Jot down possible goals or words about them that come to mind, and do so quickly and freely. Don't stop to correct your spelling, polish a phrase, reorganize your notes, or analyze a thought. Just keep going until you've jotted down all that you can think of about your possible goals. Next, look over what you've written and group together similar items. Formulate each group into a goal by writing a summarizing sentence that states the main idea of each group.

**Summarize your goal or goals below:**

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## **SHEETS 3 AND 4: YOUR STRENGTHS AND WEAKNESSES**

Consider the academic and personal strengths that will help you achieve your goal and write them down or type them in the left-hand column. These could include skills you already have or classes you have taken as well as personal qualities such as discipline or perseverance. Then take a similar approach to evaluating any obstacles, drawbacks, or barriers that may make it difficult for you to achieve your stated goal and listing them in the right-hand column. If you prefer to put your strengths and weaknesses on separate pages, please use the two sheets that follow this one.

**My strengths**

**My weaknesses**





