

Setting goals

Step 1: Identify your goal(s)

What exactly do you want to achieve the next year?(Be specific)

Step 2: How your goal(s) (e.g. finish PhD; write a chapter; pass exams; get a bachelor or master degree) is connected with other bigger goal of your life?

Step 3: What is your deadline for accomplishing your goal(s)?

Step 4: What are your semester plans for accomplishing your bigger goal(s)?

Fall semester 2012:

Spring semester 2013:

Step 5: What is your monthly plan for accomplishing your goal(s)?

(Set now your plan for the fall semester. Prepare your spring semester before it begins)

November 2012:

December 2012:

January 2013:

February 2013:

Step 6: What is your weekly plan for accomplishing your goal(s)?

(Break your monthly goal into manageable task and assign them in each week)

Month: **2012** (e.g. November):

1st week (.../.../2012 to .../.../2012)

2nd week (.../.../2012 to .../.../2012)

3rd week (.../.../2012 to .../.../2012)

4rd week (.../.../2012 to .../.../2012)

5rd week (.../.../2012 to .../.../2012)

Step 7: What is your daily to-list?
(tip: prepare this list the previous day)