



Goal Setting and Time Management

You know what will really help you do better in school? Wanting it. If you are motivated to do well, you will. If you don't care, if you have no goals to reach, chances are you'll do poorly. You've got to want something in order to be willing to work for it.

So what do you want? What are your goals? First, what are your goals for your life? Write three things on these lines that you want to achieve during your life.

What about goals for the next three years? Write three more things you want to get done.

Now, what about just this year? What three goals do you have?

What do you have to do to accomplish this year's goals? Write a few sentences describing what needs to be done.

Now, write about what you will do this week to work toward this year's goals. Add anything else you have to do this week, such as cleaning your room, doing your homework, playing sports, or hanging out with friends.

On this chart, fill in the 7 days of the week, starting with today. The chart is designed with boxes showing you the weekday hours from 3 p.m. to 10 p.m. These should be about the hours you spend outside of school. Saturday and Sunday are blank for you to fill in. Plot out how you will fill these hours doing what you have to do this week. After you've finished, look it over to see how your time is spent. Do you see anything that should be changed?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							