

TIME MANAGEMENT AND ORGANIZATION GOAL-SETTING

I. TIME AND ORGANIZATION ANALYSIS:

The most serious problem I'm having managing my time and/or organization is _____

One change I think I could make is _____

The benefits of making this change are _____

The consequences of not changing are _____

Some obstacles I'm going to have to overcome are _____

Some resources I'm going to need are (people, skills, materials, information, etc.) _____

II. GOALS, OBJECTIVES, DEADLINES, AND INDICATORS

My overall goal is to _____

Deadline: _____

Indicators of success (how will I know if I have achieved my goals?): _____

This is what I am going to do to achieve my goal, along with a reasonable deadline for each task:

OBJECTIVE

DEADLINE

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

- A. Are my goals and objectives stated simply and clearly?
- B. Are they realistic?
- C. Can I achieve them by the deadline?
- D. Will I know if I've achieved them?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>