

HOW TO START YOUR SEMESTER OFF RIGHT

1 SMART GOALS

Write SMART statements in present tense. Check goals for measures and due date.

Goal

Measure:

Due Date:

2 RESOURCES I HAVE

Note resources for each goal that help you produce results, e.g. time, skills, people.

3 RESOURCES TO CULTIVATE

Consider and write down ways to enhance some, or all, of the resources.

Goal

Measure:

Due Date:

Goal

Measure:

Due Date:

4 FIRST 10 STEPS TO COMPLETE

Identify simple action items that you can start completing right away. Add these steps in your calendar and start moving towards your goals immediately.

- 1.
- 2.
- 3.
- 4.
- 5.

- 6.
- 7.
- 8.
- 9.
- 10.