

Goal Setting Worksheet

Instructions: Step 1 provides 4 areas of improvement for students to work on. Under Step 2, set goals that will enable you to address each area of improvement. In addition, list action items and any supporting resources relevant to each goal. An example is provided below.

Step 1: Areas of Improvements

1. Time Management: How effectively do you manage your time when completing assignments and studying for exams, and what strategies can you implement to improve your productivity?
2. Class Participation and Engagement: How often do you actively participate in class discussions or ask questions when you're unclear about the material, and what can you do to become more engaged during lessons?
3. Study Habits and Learning Techniques: Are you using effective study methods (e.g., spaced repetition, active recall) to retain information, and what changes could you make to enhance your retention and understanding of the material?
4. Self-Motivation and Goal Setting: How well do you set and work toward academic goals, and what steps could you take to stay more motivated and focused on achieving those goals throughout the semester?

Step 2: Goal Settings (Example)

Area of Improvement	Goal(s)	Action Items	Supporting Resources
1. Time Management	1. Achieve a B+ in ENGL - 1010	1. Use the University of Memphis Student Planner or Google Calendar to track assignment due dates and exams. Review the calendar weekly to stay on top of deadlines. 2. Set 1-hour study sessions on Monday, Wednesday, and Friday from 4:00 PM - 5:00 PM, focusing on different subjects each day.	1. Academic Success Center: Attend a Time Management Workshop within the first month to improve my scheduling strategies. 2. Tutoring Services: Use the UofM Tutoring Center for extra help on assignments or difficult concepts. 3. Student Study Spaces: Reserve a study room at the Library every Monday afternoon for focused study time.
	2.	1. 2. 3.	1. 2. 3.

Step 2: Goal Settings

Area of Improvement	Goal(s)	Action Items	Supporting Resources
1. Time Management	1.	1. 2. 3.	
	2.	1. 2. 3.	
2. Class Participation	1.	1. 2. 3.	
	2.	1. 2. 3.	
3. Study Habits and Learning Techniques	1.	1. 2. 3.	
	2.	1. 2. 3.	
4. Self-Motivation and Goal Setting	1.	1. 2. 3.	
	2.	1. 2. 3.	