**Goal Setting for the Semester**

Over the next few days we’ll engage in a process of planning and goal setting for the semester. Use this form if you are working on one or more articles, papers, or separate chapters this term; use the other form if you are working on a book or dissertation.

**Day 1:** Today, we take stock of where you’re starting. Choose one project that is your ‘headline goal’ for the semester, the one you want to devote the most priority time to. Then identify up to two secondary projects you want to work on this term. (More than three ongoing projects at a time tends to mean none of them get enough attention to make progress.) Your projects go in the top row. In the second row, identify the status of each component of the project. It should say something like, “conceptualization – 90% done, reading 30%, data coll. 20%” and so on. Feel free to add your own categories if some of these are not relevant.

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| **Goal:****Month:** | Headline: | Secondary 1: | Secondary 2: |
| Status & % done:(conceptualization, reading, data collection, analysis, writing) |  |  |  |
| **Day 2:** Good. Now that you’ve established your starting point, it’s time to think about where you want to go from here. List the months of this term down the first column, and then begin breaking up your goals into smaller mini-goals, targets if you will, for each month. Work goal by goal, not month by month, and be sure to keep your other obligations in mind. Be reasonable with yourself. Think about the multiple streams of work on each project (reading, data, analysis, writing) and set small goals for several instead of one huge goal. |
| Month: |  |  |  |
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Good job! You’ve mapped out your semester with reasonable goals and a plan to get your projects to where you want them to be. Print this planner out and hang it somewhere in your work area where you can see it and refer to it. Make a habit of checking in on the first of the month and around midmonth to see if you’re on track for your goals. (If you follow me on Facebook or Twitter [@LeanneCPowner], you’ll get reminders to check your goals.)