



THE SKILLED STUDENT INITIATIVE™

Short-Term Goals

Long-term goals are only effective when broken down into smaller parts that have specific steps. These smaller parts are called **short-term goals**. Once you determine short-term goals, then you can break them into action steps. Your action steps should have a specific timeline. In the beginning, estimate how long you think an action step will take and recap actual time spent once you are done.

On this worksheet, write down one of your long-term goals. Next, list at least 3 short-term goals to help you achieve the long-term goal. Then, give 3-4 action steps, in the order you want to accomplish them. For each action step, make a time estimation. Next, block out the time for these steps on your grid calendar. Before putting the plan into action, take a few minutes to consider: "What could go wrong with this plan?" With potential obstacles/interference in mind, develop alternative plan(s)/responses.

LONG-TERM GOAL: _____

1. (SHORT-TERM GOAL) _____

Steps:

Time Estimate:

- a. _____
- b. _____
- c. _____
- d. _____

2. (SHORT-TERM GOAL) _____

Steps:

Time Estimate:

- a. _____
- b. _____
- c. _____
- d. _____

3. (SHORT-TERM GOAL) _____

Steps:

Time Estimate:

- a. _____
- b. _____
- c. _____
- d. _____
