

The Learning Code

Write Down Your Goals Activity 1: Self-Assessment

STEP 1: EXPLORE YOUR CURRENT GOAL-SETTING HABITS

1. Prior to the start of each academic term, I write clear, realistic, attainable goals for my educational success for that academic term (quarter or semester). I write these *immediate goals* in a special place that I can refer back to as I work to succeed in my classes.

☐ YES

☐ NO

☐ UNSURE

2. At the start of each year, I write clear, realistic, attainable year-long goals that highlight my desired academic achievements for **next 12 months** of my life. I write these *short-term goals* in a special place that I can refer back to as this year goes on.

☐ YES

☐ NO

☐ UNSURE

3. I write, develop, and refine clear, realistic, attainable goals for the **next 5 years** of my life. I write these *mid-term goals* in a special place that I can update as I progress in my education and career.

☐ YES

☐ NO

☐ UNSURE

4. I write, develop, and refine clear, realistic, attainable goals for the **next 20 years** of my life. I write these *long-term goals* in a special place that I can update as I progress in my career.

☐ YES

☐ NO

☐ UNSURE

5. I have a strong sense of my priorities and feel that I can routinely get important things done, including my studies, while balancing my time among school, work, and my social life.

☐ YES

☐ NO

☐ DON'T KNOW

6. I know how to stay focused and motivated so that I can reach my goals.

☐ YES

☐ NO

☐ UNSURE

7. I do not attempt to multitask when I am studying.

☐ YES

☐ NO

☐ UNSURE

8. I schedule my study periods at times when I am at my best.

☐ YES

☐ NO

☐ UNSURE

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9. I use daily, weekly, monthly, and yearly planners to schedule study times and other tasks in advance and to manage my time effectively in the pursuit of my goals.

☐ YES

☐ NO

☐ UNSURE

10. I use my scheduling tools effectively and I routinely am able to finish the items on my daily to do list.

☐ YES

☐ NO

☐ UNSURE

11. I am successful at NOT putting off my studying and other important activities. I don't have a problem with procrastination.

☐ YES

☐ NO

☐ DON'T KNOW

12. I know that I can achieve any academic goal that I set in any class regardless of the teacher. In fact, for more than two academic terms in a row (quarter or semester), I have achieved my desired grades in every single class I have taken.

☐ YES

☐ NO

☐ DON'T KNOW

STEP 2: IDENTIFY AREAS YOU WANT TO IMPROVE

Think about how you answered questions 1 – 12 in Step 1 above. On a scale of 1 to 10, how would you rate how well you stay focused on your goals and use your time?

Need to Improve

Successful

Very Successful

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

In the following list, circle the three most important areas in which you would like to improve:

Setting goals

Staying focused on goals

Maintaining a positive attitude

Staying motivated for academic work

Avoiding the distractions of technology

Preventing distractions caused by other people

Managing time well when studying

Overcoming a tendency to put things off

Using a planner to schedule study periods

Using a to-do list to ensure all tasks are done

Finding enough time to do everything

Maintaining a strong sense of my priorities

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STEP 3: CAPTURE YOUR REFLECTIONS

After working through the questions in steps 1 and 2 above, write down some of the thoughts you had that came up during this activity. For example, you might answer the following questions: What goal-setting habits do you use most effectively? What makes you feel that the items you circled are the most important areas to work on?