# Introduction

Staying on top of work at college/graduate school can be challenging. It can be helpful to [set up a weekly schedule](https://bit.ly/CollTip2)to follow where you assign yourself to do the work for each class on a certain day at a certain time.

Once you've set up a weekly routine, you'll need to stick with it. Setting weekly goals can help to keep, as it's a chance to remind you of your larger goals and think concretely about what you'll need to do to achieve them.

I recommend that your weekly goals follow this SMART acronym. That means they'll be:

**S**pecific (what exactly will you do? Is it a particular assignment or chore?)

**M**easurable (how will you know when you've achieved the goal?)

**A**chievable (is it actually possible to do what you plan to do?)

**R**elevant (how does this goal advance a larger semester or life goal?)

**T**ime-bound (when will you be finished?)

When I work with students, I ask them to consider the questions below - not to make them feel guilty if they didn't achieve their goals, but rather to recognize patterns that are working against them and figure out how to address unhelpful habits they may have developed (or helpful ones they need to develop) in order to reach their goals.

Every week, we go over last week's goals using this form and set new ones. I try to get students to give themselves credit for any progress they're making. It can be hard to recognize that, but it's important.

I hope you'll find the form helpful. (If so, I'd love it if you'd [drop me a little note](https://ldadvisory.com/contact/).) Try it for a few weeks and see if you feel like you're making progress. (Print/save each week’s form to review as you set new goals.) If you're frustrated with your results, see what help is available to you on campus to work on your time management, study skills, etc., and also be sure to seek help from professors the moment you are lost in class.

[See my website](https://bit.ly/LDAT) for more organization, time management, and study tips.

\* (I strongly recommend reading Daniel Willingham's [Outsmart Your Brain: Why Learning is Hard and How You Can Make It Easy](https://amzn.to/3DaIdza)\* He's a cognitive scientist who explains the research in a really comprehensible way to help you effectively read, study, etc. I've [summarized some of his strategies on my site](https://bit.ly/LDAT).)

\*Affiliate link

# Today’s date

## **List your goal(s) for semester (as many as you like)**

a)

b)

## **Weekly review questions**

### 1. Did you keep up with your goals last week? If so, jump to Question #4

### 2) If not, what got in the way?

### 3) If not, what do you think you should do differently this week?

### 4) If you met your goals over the past week, what worked well that you should do again?

### 5) What are the specific goals for this week? (list as many as you like)

a)

b)