

The following statements are designed to assess your use of goals in your studies and your life. Please mark the rating which best reflects your own experience for each item. Be as honest as you can in responding to these statements so that you can create a realistic picture of how you currently use goals to direct your learning and actions.

	Ratings			
	Never/ Rarely	Sometimes	Often	Almost Always
1. I keep a written set of current long-term, medium-term and short-term goals for my academic, vocational, and personal life.	1	2	3	4
2. I have a clear idea of what I want to accomplish by being in school.	1	2	3	4
3. I know specifically what grade point average I plan to make this semester.	1	2	3	4
4. When I set a goal I make it specific, measurable, attainable, relevant, and include a time frame for completing it.	1	2	3	4
5. I write goals in a positive format—focusing on what I can and will do, not on what I should avoid doing.	1	2	3	4
6. I take major goals and divide them into smaller goals which I put into my schedule for completion.	1	2	3	4
7. I set goals and monitor my progress towards them on a weekly basis.	1	2	3	4
8. I keep a daily “to do list” for key tasks and check off those I accomplish.	1	2	3	4
9. I adjust my actions as necessary to keep on track with my goals.	1	2	3	4
10. I keep records of my goals and reward myself appropriately when I achieve them.	1	2	3	4

Selecting and writing down personally meaningful goals is an important part of achieving them. Without a clear picture of your goals, the path to accomplishing them becomes much more difficult. Well-stated goals aid in prioritizing your time, attention, and energy in the most effective ways and contribute to your success in those areas which are most important to you.

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