STARS: S T A R S

SETTING GOALS

Setting achievable goals is a very powerful motivator. "Achievable" is the key word; be careful not to create unreasonable goals that set you up for failure. "High-achievers" generally set goals that they know they can achieve or exceed. They break the "marathon" into short "sprints" and feel very good about themselves every time they reach a "finish line". "Low-achievers" generally start out trying to do the whole race all at once, and when they fail to make it to the end they feel like losers. It is especially important to set goals when you are stressed and feel overwhelmed with the amount of work that you have to do.

<u>How to Set Goals:</u>

1. The first week of classes you will get a syllabus for each class. Carefully read the syllabus and visualize yourself navigating through the course. Note when the tests and/or papers are due. Mark when each project is due and when each test or quiz is on your Long Term Planning sheet (below). This should give you an idea of what your semester work load looks like. You will be able to see when your busy weeks are so you can plan ahead. The tests and papers on this grid are your semester goals (you don't have to spend time trying to create them).

Long Term Planning
Fall 1999

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Aug 30-Sept 5							
Sept 6-12	1st CORE Paper due						
Sept 13-19		1st CHEM Lab due			1st ECON quiz		
Sept 20-26							
Sept 27-Oct 3	2nd CORE Paper due						
Oct 4-10		1st ART Exam		CHEM mid-term			
Oct 11-17	no classes				2nd ECON quiz		
Oct 18-24	3rd CORE Paper due	2nd CHEM Lab due			ECON mid-term		
Oct 25-31							
Nov 1-7		2nd ART Exam	NOON Piano recital				
Nov 8-14				CHEM mid-term	3rd ECON quiz		
Nov 15-21	4th CORE Paper due	3rd CHEM Lab due			ART Paper due		
Nov 22-28	THANKSGIVING				VACATION		
Nov 29-Dec 5							
Dec 6-12						PIANO juries	
	ECON Final	CHEM Final	CORE Final		ART Final		

2. You are now ready to divide your semester goals into daily or weekly tasks. For this you need your textbooks and an idea of the number of pages in all other assigned reading. Simply divide the number of days from now until the due date into the number of pages of reading you will have to do to prepare for the test or paper. This gives you a minimum number of pages you will need to read in that book every day. Use the Assignment Tracking Sheet (below) to keep track of your assignments. You don't have to do the reading every day. For example, if you determine that your minimum daily reading in psychology is 12 pages, you may decide to read 24 pages every other day or 84 pages one day every week. Just make sure that you look at the syllabus and try to get the reading done before the lecture or class discussion.

ASSIGNMENT TRACKING SHEET

Week of: 11/15

Class	Assignment & Due Date	Daily Task	Completed
Chem 9 MTTh	Read chap. 9 (pp. 71-89) for Thurs.	Tues. pp. 71-80	✓
		Wed. pp. 81-89	✓
Lab 1-4T	Lab due 4pm, 11/16	Mon. finish final copy	✓
Core 10 M 11 WF	Aeneid paper due 11/15		✓
	Read "Romans" for Fri. 11/19	Mon. & Tues. Romans 1st half	no
		Wed. & Thurs. Romans 2nd half	✓✓
	Lead New Testament discussion on Fri. 11/19	Thurs. prepare Q's	✓
Econ 1-2:20 MWF	Read chap. 6 (pp. 99-134) for Wed. 11/17	Mon. pp. 99-123	✓
		Tues. pp. 124-134	✓
	Read chap. 7 (pp. 135-152) for Fri. 11/19	Thurs. pp. 135-140	no
		Fri. pp. 141-152	✓✓
Art Hist. 11-12:20 TTh	Report on Neo-Class. due 5pm, 11/19	Mon. thesis outline	no
		Tues. rough draft	✓✓
		Thurs. final copy	✓
	Read chap. 11 (pp. 141-167) for Thurs.	Mon. pp. 141-155	✓
		Tues. pp. 155-161	✓
		Wed. pp. 162-167	✓
Applied Music 10 F	Piano lesson on Fri. 11/19	Tues. practice 1/2 hr	✓
		Wed. practice 1/2 hr	✓
		Fri. warm-up 1/2 hr before lesson	✓

3. Classes like math, chemistry, and foreign languages that have homework usually let you know how much you need to do every day. Now that you know what you have to do, the next step is to make a schedule! (See the STARS sheet on Time Management.)