TACKLING YOUR BIG GOAL

Achieving smaller goals to achieve the big goal

By
Candace Murray, MSc, PhD Candidate

Purpose of this worksheet:

The goal and purpose of this worksheet is to assist you in achieving a big goal you have set for yourself. By breaking down the main goal into smaller, more attainable goals, with realistic deadlines/due dates, and being very specifc on what you want accomplish with this goal, you'll achieve your main goal.

This task analysis will provide more structure to achieving the main and smaller goals, while maintaining organization and a realistic timeline.

Just a spot to jot down your goals

Take a moment to think and write down some main goals you have for yourself, whether it be business, personal, academic...you get the idea. I recommend to put the goal type or category.
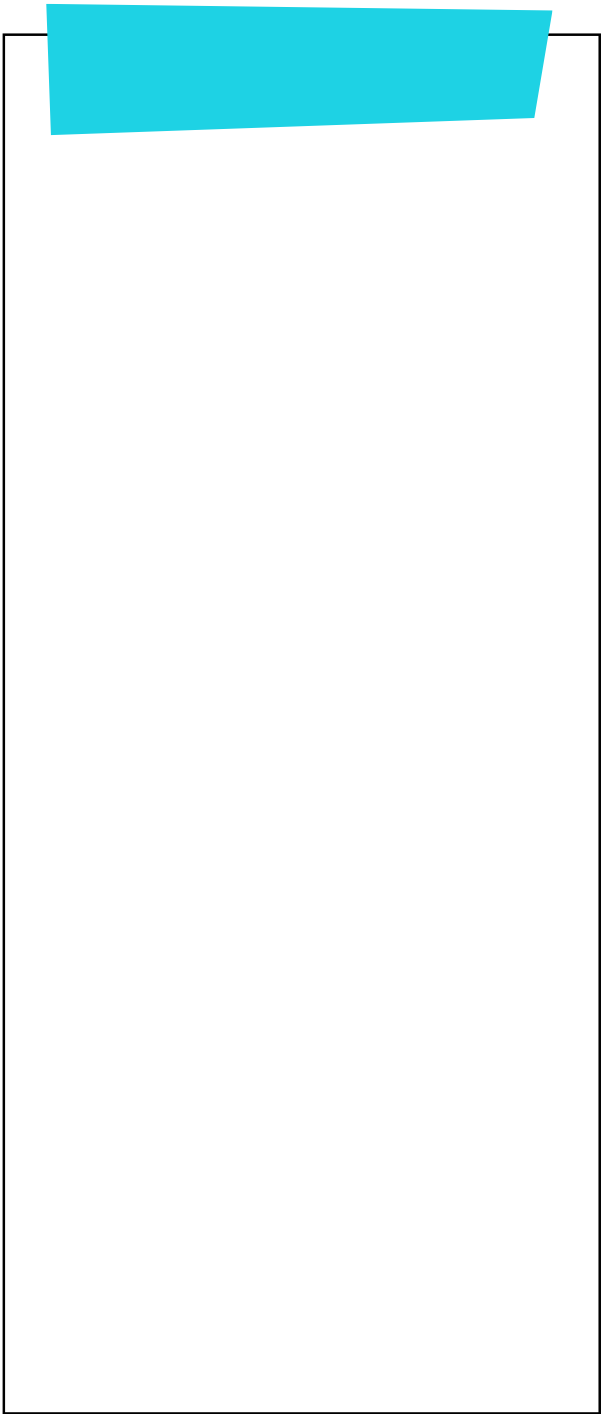
CATEGORIZE YOUR GOALS

Let's take the goals you wrote down on the previous page and categorize them. You'll be amazed at what you accomplish as time progresses!

List your goal categories in the box below.

Category Name:

Category Name:

CATEGORIZE YOUR GOALS

TACKLING YOUR BIG GOAL

Achieving smaller goals to achieve the big goal

Main Goal:

Task:

Due Date:

Description:

Next Step(s):

Next Step(s):

Task:

Due Date:

Description:

Task:

Due Date:

Description:

Next Step(s):

Next Step(s):

Task:

Due Date:

Description:

Find out more about The Student For Life!

thestudentforlife.org

Follow us on social media @TheStudentForLife

About the Author

Candace is a doctoral candidate focusing on experiences of minority women who have attended a predominantly White academic institution. She has earned her bachelors in General Psychology, with an emphasis in Behavioral Science, and a master's degree in Applied Behavior Analysis, which served as inspiration for the Tackling your Big Goal worksheet. Candace serves as the founder of the online blog and platform "The Student For Life," which aims to support learners of all backgrounds with resources, tools, events and more.