

## Activity: Setting Objectives, Goals, and Tasks

Take a few minutes today to write down one goal that you would like to achieve this semester.

Ask yourself:

- Is this goal specific?
- Is this goal realistic?
- Is this goal challenging?

Take one of your goals and break it down into the objectives (think milestones) that you will need to achieve your goal.

Ask yourself:

- Is this objective specific? Realistic? Actionable?
- What do I not yet know in order to meet this objective?

Tasks should be things that you can accomplish in one or two writing sessions, at most (a typical writing session may be 1-4 hours in length).

Now, take one of your objectives and set tasks for that goal.

Ask yourself:

- What things will I need to do, in order, to meet this goal?
- Are my tasks specific?
- How many “writing sessions” would one task take?
- - If the task is too big, break it down smaller.
- Estimate the time it will take to complete a task. (This is challenging at first, but as you go, you will get much better at it).