Academic Support Center: http://apps.carleton.edu/campus/asc

"Education is our passport to the future, for tomorrow belongs to the people who prepare for it today." -Malcolm X

GOAL SETTING 101

SPECIFIC — USE THE 6 W QUESTIONS TO HELP YOU SPECIFY
EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

MEASURABLE — ESTABLISH CONCRETE CRITERIA FOR PROGRESS
When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

ATTAINABLE — IF THEY ARE IMPORTANT, YOU WILL DEVELOP ATTITUDES, ABILITIES, & SKILLS TO REACH THEM
You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals. You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.

REALISTIC — A GOAL MUST REPRESENT AN OBJECTIVE TOWARD WHICH YOU ARE BOTH WILLING AND ABLE TO WORK
A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Your goal is probably realistic if you truly believe that it can be accomplished.

TIMELY — A GOAL SHOULD BE GROUNDED WITHIN A TIME FRAME
With no time frame tied to it there's no sense of urgency. If you want to learn the violin, when do you want to do that? "I'm going to learn the violin by the end of spring term."

"There are no secrets to success. It is the result of preparation, hard work and learning from failure." -General Colin Powell

Academic Support Center Staff

- I am definitely going to take a course on time management... just as soon as I can work it into my schedule. -Louis E. Boone

Academic Support Center: http://apps.carleton.edu/campus/asc

SERVICES
- Academic Tutoring
- Academic Skills Coaching
- Speech Coaching
- Writing Center
- Math Skills Center
- Prefect Program
- Second-Language Writing Support

I am definitely going to take a course on time management... just as soon as I can work it into my schedule. -Louis E. Boone

Academic Support Center Staff

Kathy Evertz  Melanie Cashin  Russ Petricka  Erik Warren

Director  Coordinator of Second Language Writing  Supervisor of the Math Skills Center  Academic Skills Coach  Program Assistant

kevertz  mcashin  rpetricka  ewarren

GOAL SETTING 101

SPECIFIC — USE THE 6 W QUESTIONS TO HELP YOU SPECIFY
EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

MEASURABLE — ESTABLISH CONCRETE CRITERIA FOR PROGRESS
When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

ATTAINABLE — IF THEY ARE IMPORTANT, YOU WILL DEVELOP ATTITUDES, ABILITIES, & SKILLS TO REACH THEM
You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals. You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.

REALISTIC — A GOAL MUST REPRESENT AN OBJECTIVE TOWARD WHICH YOU ARE BOTH WILLING AND ABLE TO WORK
A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Your goal is probably realistic if you truly believe that it can be accomplished.

TIMELY — A GOAL SHOULD BE GROUNDED WITHIN A TIME FRAME
With no time frame tied to it there's no sense of urgency. If you want to learn the violin, when do you want to do that? "I'm going to learn the violin by the end of spring term."

"There are no secrets to success. It is the result of preparation, hard work and learning from failure." -General Colin Powell

I am definitely going to take a course on time management... just as soon as I can work it into my schedule. -Louis E. Boone

Academic Support Center Staff

Kathy Evertz  Melanie Cashin  Russ Petricka  Erik Warren

Director  Coordinator of Second Language Writing  Supervisor of the Math Skills Center  Academic Skills Coach  Program Assistant

kevertz  mcashin  rpetricka  ewarren
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>September 13th</td>
<td>14</td>
<td>15: Classes Begin</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>20</td>
<td>21: 1st five week course add deadline 5pm Paper Process</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>: Ten-Week Independent Study and Overload Petition Deadline 5pm</td>
<td>: Ten week course drop/add deadline 11:59pm</td>
<td>: 1st five week course drop deadline 11:59pm</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>October 1st: 1st five week course late drop deadline and S/CR/NC deadline 5pm</td>
<td>31</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15: President Byerly’s Inauguration</td>
<td>16: President Byerly’s Inauguration :Midterm Break</td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td>18: Midterm Break</td>
<td>19: Classes Resume :Last day of first five weeks</td>
<td>20: 2nd five week begins</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td>25: Advising Days begin</td>
<td>26: 2nd five week course drop/add deadline 5pm Paper Process</td>
<td>27</td>
<td>28</td>
<td>29: Ten Week Course Late Drop Deadline and S/CR/NC Deadline 5pm</td>
<td>30</td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td>November 1st: Registration for Winter Term begins</td>
<td>2: Advising Days ends</td>
<td>3</td>
<td>4</td>
<td>5: 2nd five week course late drop deadline and S/CR/NC deadline 5pm</td>
<td>6</td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19: Last Day of Classes</td>
<td>20: Reading Days</td>
</tr>
</tbody>
</table>