

## Event Goal Setting Handout

As a way to organize your work today and have something that you can use in the future, we take some time each morning of an event to set goals. This goal setting exercise asks you to think about your overall goals for the day and then break them down into tasks. Your list of tasks should be reviewed at the start of each work block to keep you on track. They can also be updated if things change over the course of the day. Begin with a minimum goal for the day, and then add onto that to also set realistic and reach goals. The most important part of this process is to break down a goal into step-by-step tasks that help keep you focused and motivated.

### Minimum Goal:

Tasks to accomplish the minimum goal:

- 1.
- 2.
- 3.
- 4.

### Realistic Goal:

Tasks in addition to the ones listed above that will accomplish the realistic goal:

- 1.
- 2.
- 3.
- 4.

### Reach Goal:

Tasks in addition to the ones listed above that will accomplish the reach goal:

- 1.
- 2.
- 3.
- 4.

## Example (for 5-hour workday)

**Minimum Goal:** Finish Orwell section

Tasks to accomplish the minimum goal:

1. Move Jameson into final paragraphs
2. Integrate theory on double-talk
3. Transition to Golding
- 4.

**Realistic Goal:** Finish most of Golding section

Tasks in addition to the ones listed above that will accomplish the realistic goal:

1. Write subsection on island allegory
2. Add atomic war research
- 3.
- 4.

**Reach Goal:** Finish all of Golding section

Tasks in addition to the ones listed above that will accomplish the reach goal:

1. Figure out Golding conclusion
2. Figure out connection to Laski and Huxley
- 3.
- 4.