How to Write Purposeful Academic Goals

This is your academic career. It will be important for you to think critically about why you are at Western and what you hope to accomplish. The more intentional you are about achieving your goals, the more likely you are to achieve them. Therefore, it is important to reflect and be purposeful when thinking about what is most meaningful to you. This worksheet can help you set goals (not in stone but ones that are tangible). Please bring this sheet with you to your advising sessions in Student Outreach Services.

EXAMPLES

When writing goals please make sure that the goals are:

Specific  Measurable  Achievable  Realistic  Timebound

Ex. I will complete the final draft of my English paper by 12:30 p.m. on Friday the 13th.

Overarching Goal. I will graduate from WWU by ________________________________

Your overarching goal identifies your main goal while attending Western Washington University.

Long-term Goals. Long term goals break down the overarching goal into smaller milestones that are more manageable and useful for day to day planning.

Ex. I will complete my fall quarter classes / I will complete my GURs by Spring Quarter 2010 /
I will declare my major by Fall Quarter 2010

Intentions. These interim (short-term) goals are intended to help you reach your long-term goal.

Ex. I will attend class everyday / I will turn in assignments on time / I will meet with my instructor twice this quarter / I will participate in one organization on campus by the fourth week of the quarter / I will find and attend a weekly study group / I will seek help from the Tutorial Center staff by the beginning of the second week of classes / I will meet weekly with my academic Advisor / I will set academic goals for the quarter / I will work up to 12 hours per week
Purposeful Goal Planning Worksheet
Student Outreach Services
Western Washington University

Overarching Goal. I will graduate from WWU by ____________________________

☐ My long-term goal is to: ______________________________________________________

__________________________________________________________________________

By ____________, I will ____________________________
To accomplish this intention I will:
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By ____________, I will ____________________________
To accomplish this intention I will:
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Rev. 1/10/2014
Purposeful Goal Planning Worksheet  
Student Outreach Services  
Western Washington University

**Overarching Goal.** I will graduate from WWU by ________________________________

☐ My long-term goal is to:______________________________________________________________

______________________________________________________________

By ____________, I will ____________________________________________________________
To accomplish this intention I will:

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