Goal Planning Chart

Subject rea/Task	Monday	Tuesday	Wednesday	Thursday	Friday

Thinking About What I Do

Name:		
Date:		
Directions: Answer each question by checking yes or no.		
Questions to ask myself before I start:	Yes	No
Do I know what I am expected to do?		
Do I have a plan for completing what I am expected to do?		
Have I closed my eyes to visualize what I am supposed to do?		
Have I visualized myself completing the task successfully?		
If I accomplish this task, do I know what my reward is?		
If I do not accomplish this task, do I have a plan for my next try?		
Questions to ask myself often while I am working:	Yes	No
Am I following my plan?		
Am I drifting off and losing my attention?		
Am I focusing on the important content?		
Am I working according to the goals I have set for myself?		
Do I need a short break?		