Time Management: Goal-Setting Worksheet
Student Engagement Center

Did you ever notice how some people seem to find the time to get everything done while others are constantly scrambling to complete projects at the last minute? Everyone is allotted the same amount of time each day – 24 hours – and how we manage those twenty-four hours can make a big difference in our effectiveness and academic success. The first step to managing your time is to prioritize so that you can make certain that you have the time that you need to do the things that matter most to you. In order to prioritize, you must first set goals that will help you think about what does matter.

Long Term Goals:
What do you want to get out of your time at UAH? (Feel free to include non-academic goals.)
Five years from now, what do you want to be doing? Ten years from now? Twenty?

What do you need to do in order to realize those goals?

Medium-Term Goals (Semester):
What do you want to do this semester at UAH, both academically and otherwise?

What is the workload for each of your classes? How much reading is there on an average week?
And how long does it take you to do that reading, typically?

Wish List:
If you had all the time in the world, what would you do with it?