



Why Set Goals?

Effective goals help us to keep up motivation and make forward progress.

They allow us to keep track of what we've done, and how close we are to being finished.

They set us up to successfully allocate our time and resources to reach them.

Goals, Milestones, and Tasks

We can think of “Goals” as long-term expectations for the outcomes of our work. If that’s the case, then our Goals are made up of Milestones, which are themselves made up of Tasks.

<p>I want to walk ten miles.</p> <p>I need to walk one mile.</p> <p>I will take a step.</p>	<p>I want to complete chapter 5 this month.</p> <p>I need to write the chapter introduction.</p> <p>I will write for at least one hour a day this week.</p>
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Goal Setting For Big Writing Projects

The longer a writing project, the more helpful goal setting can be.

Set your final, large goal for a period of time (for example, set your goal for the semester, or for the year), and then break that goal down into milestones. Once you have milestones, start making plans for tasks that will get you to the first milestone. Work one week at a time -- what can you do this week that you put you on the path toward the first milestone?

Keep track of your goals, milestones and tasks, and whether you are meeting (or exceeding!) them.

Share your goals with other people to keep yourself accountable to them.