**GOALS PAPER CHECKLIST**

Format \_\_\_My paper is typed \_\_\_My paper is spell-checked

\_\_\_My paper is double-spaced \_\_\_My name is typed on the paper

\_\_\_My paper is PROOFREAD \_\_\_My paper is 500 words or more or 1-2 pages

Paragraph 1 \_\_\_I provided and overview of the goals paper

\_\_\_I stated my long-term personal goal

\_\_\_I stated my long-term academic goal

\_\_\_I stated my long-term career goal

\_\_\_I provided a transition sentence to paragraph II

Paragraph II \_\_\_I discussed my long-term personal goal

\_\_\_I explained the value of this goal

\_\_\_I explained my intermediate goal, which is an action step toward my long-term personal goal

\_\_\_I explained a specific, measurable and attainable route to accomplish this intermediate goal

\_\_\_I explained my short-term goal, which is an action step toward my long-term personal goal

\_\_\_I explained a specific, measurable and attainable route to accomplish this short-term goal

Paragraph III \_\_\_I discussed my long-term academic goal

\_\_\_I explained the value of this goal

\_\_\_I explained my intermediate goal, which is an action step toward my long-term academic goal

\_\_\_I included a GPA I am striving to achieve

\_\_\_I explained a specific, measurable and attainable route to accomplish this intermediate goal

\_\_\_I explained my short-term goal, which is an action step toward my long-term academic goal

\_\_\_I explained a method of studying to assist me in achieving my GPA goal

\_\_\_I explained a specific, measurable and attainable route to accomplish this short-term goal

Paragraph IV \_\_\_I discussed my long-term career goal

\_\_\_I explained the value of this goal

\_\_\_I explained my intermediate goal, which is an action step toward my long-term career goal

\_\_\_I explained a specific, measurable and attainable route that is work related (not school related)

to accomplish this intermediate goal

\_\_\_I explained my short-term goal, which is an action step toward my long-term career goal

\_\_\_I explained a specific, measurable and attainable route that is work related (not school related)

to accomplish this short-term goal

Paragraph V \_\_\_I provided an overview of the goals paper

\_\_\_I restated my long-term personal goal

\_\_\_I restated my long-term academic goal

\_\_\_I restated my long-term career goal

\_\_\_I explained how NWF is going to help me accomplish these goals