GOALS PAPER CHECKLIST

Format

___My paper is typed
___My paper is double-spaced
___My paper is PROOFREAD
___My paper is spell-checked
___My name is typed on the paper
___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