

# Goal Setting: Meeting a Mini-Goal

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Usually, many small goals or objectives must be met in order to achieve a more important goal. If you want to improve your time management, for example, you might first need to understand where your time is being spent. In this case, you may discover that you are devoting too much time to social media or TV.

Of course, improving your time management is a large goal that can be broken into small goals. And meeting even that small goal requires many small steps. Answer the questions below for each of the small goals you need to meet to achieve your main goal.

My main goal is

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A mini-goal or objective I need to meet before I can achieve that goal is

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To achieve that mini-goal or objective, I need to

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In the table below, record the resources and actions you use to achieve your objective.

DATE	ACTION	RESULT