

# **BACK PLANNING: THE 3 LIST METHOD**

**STEP 1:** Establish 3 Long Term Goals for the upcoming semester.

Long Term Goals/Projects (Month or Semester)
<b>EXAMPLE:</b> Get on the Dean's List
1.
2.
3.

**STEP 2:** Make a list of Weekly Tasks to achieve your goals.

Weekly Task List
<b>EXAMPLE:</b> Fill out study guide
1.
2.
3.

**STEP 3:** Organize the weekly calendar below with daily duties from your weekly task list.

Monday Date: _____	Tuesday _____	Wednesday _____	Thursday _____	Friday _____	Saturday _____	Sunday _____