

BACK PLANNING: THE 3 LIST METHOD

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

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

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

Weekly Task List
EXAMPLE: Fill out study guide
1.
2.
3.

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

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