



Goal Tracker

Please fill out this tracker during your first meeting to outline your initial goals and break them up into clear, achievable steps.

Goal	Action Items	Timeline
<p><i>Outline a broad goal.</i></p> <p><i>Ex:</i> <i>Improve Resume</i></p>	<p><i>Break down the goal into smaller tasks.</i></p> <p><i>Ex:</i></p> <ol style="list-style-type: none"> <i>1. Choose resume template</i> <i>2. Create first draft</i> <i>3. Edit for action verbs</i> 	<p><i>Set a feasible deadline for each action item.</i></p> <p><i>Ex:</i></p> <ol style="list-style-type: none"> <i>1. June 21</i> <i>2. July 10</i> <i>3. July 21</i>

"Success is the sum of small efforts, repeated day in and day out." - General Colin Powell