***Exercise 1:***

**PURPOSE**: Select an immediate goal that you can complete within the next day or two. Use the four goal-setting steps to tackle a small task that you would like to accomplish but keep putting off doing.  
**DIRECTIONS:**  
**1.** Use all four steps for planning your goal. Answer the following questions.  
 **Step 1**: What is your *specific* goal?  
 **Step 2:** What are the *target date* and *time* to complete this goal?

**Step 3:** What are the individual *steps* you must complete to achieve the goal? List each step.  
 **Step 4:** What is your planned reward?  
**2.** After your target date and time pass, respond to the following question: Did you achieve your goal by the target date and time? If yes, explain what contributed to your success. If no, describe the obstacles that interfered with the process.

**Exercise 2: True or False?**  
1. Setting a specific target date to complete a goal can help reduce or eliminate procrastination.  
 2. Extrinsic rewards involve positive feelings, a sense of pride, and renewed motivation to tackle new goals.  
3. Effective time managers are usually also effective goal setters.  
4. All immediate and short-term goals are subgoals of long-term goals that require years to achieve.  
5. Lack of a specific goal-setting strategy, lack of a vision or desired direction, and lack of fears  
related to setting goals are the three main reasons some people have limited success with goal setting.