**Identify at least 5 goals that you want to accomplish within your project. Decide the tasks associated with each goal, the desired outcome, and the steps you need to take in order to meet your goal.**

**Tasks - the items that you will have to complete in order to meet your goals**

**Outcome - the desired outcome of your goal**

**Process - the steps you will take to accomplish your primary tasks**

**TASKS OUTCOME PROCESS**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example*  *Goal 1: Recruit 5 students to help me with my project* | *Find out when student events are happening on campus*  *Create a flyer and organize a meet-up to inform students about my project* | *Get at least 5 students to sign on to be regular volunteers on my project by week 6.*  *Raise awareness about a student led effort on campus.* | *Create flyer in google gocs, contact facilities office for a room*  *Create a calendar of campus events where I can recruit people to attend my meet up*  *Ask ms crain to get copies made for me on campus*  *Write an announcement to be sent out to all teachers to inform their students about this new opportunity*  *Schedule my meet up* |
| Goal #1 |  |  |  |
| Goal #2 |  |  |  |
| Goal #3 |  |  |  |
| Goal #4 |  |  |  |
| Goal #5 |  |  |  |

NOTES: