# Application Activity: Getting Things Done

Name: Click or tap here to enter your name

# Instructions

Follow the steps below to complete this assignment. Please make sure to scroll all the way to the bottom of this document and answer every question.

## Part 1: Write Lower-Level Goals

Think back on your reading about goals and habits. Completing PathwayConnect can be seen as a mid or top-level goal. Write at least three lower-level goals that will help you reach the higher goal of completing PathwayConnect. **Each goal should relate to your use of time.** Try to make your goals SMART (see the reading from this week).

**Fill in the Chart Below:**

|  |  |
| --- | --- |
| **Lower-Level Goals** | **How will the goal help you complete PathwayConnect?** |
| 1. Click or tap here to write a lower-level goal. | 1. Click or tap here to write your response |
| 1. Click or tap here to write a lower-level goal. | 2. Click or tap here to write your response |
| 1. Click or tap here to write a lower-level goal. | 3. Click or tap here to write your response |

*Go on to Part 2🡪*

**Part 2: Create a Pacing Guide**

A pacing guide helps you work on the lower-level goals you set above. It should help you plan your time through a typical week. Include any activity that you feel will impact your goals.

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| **Sunday** | | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | | **Saturday** | |
| **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** |
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*Please answer the questions on the next page 🡪*

1. Fill these in according to the time you recorded in the chart above.

* Each week, I dedicate enter text hours to my first goal from Part 1 above.
* Each week, I dedicate enter text hours to my second goal from Part 1 above.
* Each week, I dedicate enter text hours to my third goal from Part 1 above.

1. How will this pacing guide help you attain these lower-level goals?

Click or tap here to write your response

**Save** this document with your name in the filename, and follow the instructions in your course to submit it for grading and feedback. You may also find it helpful to print and post this in a place to remind you of your study pace.