



JPAWS

GOALS

AND

FOCUS

(JGF)

Worksheet

INTRODUCTION

The JGF Worksheet should help you focus on different writing or research tasks. Outline 3-5 goals per month and turn them into the SMARTTEST goals.

Every month, you will work on setting your SMARTTEST goals. This means that your goals must be:

S - Specific (This must be clearly defined and to the point).

M - Measurable (You must be able to measure it in terms of success metrics).

A - Achievable (This goal must be realistic).

R - Relevant (Your goal must be closely connected to your research or writing needs, e.g. Ph.D., MSc project).

T - Time-Based (You must be able to hold yourself accountable and get this done in a certain amount of time).

E - Educational (There must be something you are learning as you work towards achieving this goal).

S - Significant (There must be a significance while you work towards this goal)

T - Towards (You must move towards something, i.e. working towards an overarching goal by achieving this monthly goal).



When you set SMARTTEST goals, you can track your progress and know areas that must be improved the next day, week or month.

However, before you focus on a task, you must identify and clarify what you should focus on because you cannot be productive if you don't do this. Give yourself some time every day to focus. By doing this, you identify and clarify what tasks you need to be working on at each time. More importantly, you identify the right things you should be doing per time. This increases your productivity drastically.

This section outlines your top priorities based on your areas of focus and your daily/weekly priority tasks.

This Focus worksheet includes a section of skills that you must also learn.

For example, what skills do you need to learn to advance you to the next stage?

SMARTEST GOALS

A GOAL WITHOUT A TIMELINE
IS JUST A DREAM

-
ROBERT HERJAVEC



SMARTEST GOALS

SPECIFIC

What exactly do you want to happen?

TOWARDS

What are those things that will help you achieve this goal?

MEASURABLE

How will you tell you have reached your goals?

SIGNIFICANT

What is the significance of achieving this goal?

ACHIEVABLE

How do I make my goals achievable?

EDUCATIONAL

What are you learning to achieve these goals?

RELEVANT

How do I connect?

TIME-BASED

What is your target date to reach your goals?

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In order of priority, what goal will you be working on today/ this week.

SPECIFIC

- 1.
- 2.
- 3.

TIME-BASED

- 1.
- 2.
- 3.

MEASURABLE

- 1.
- 2.
- 3.

EDUCATIONAL

- 1.
- 2.
- 3.

ACHIEVABLE

- 1.
- 2.
- 3.

SIGNIFICANT

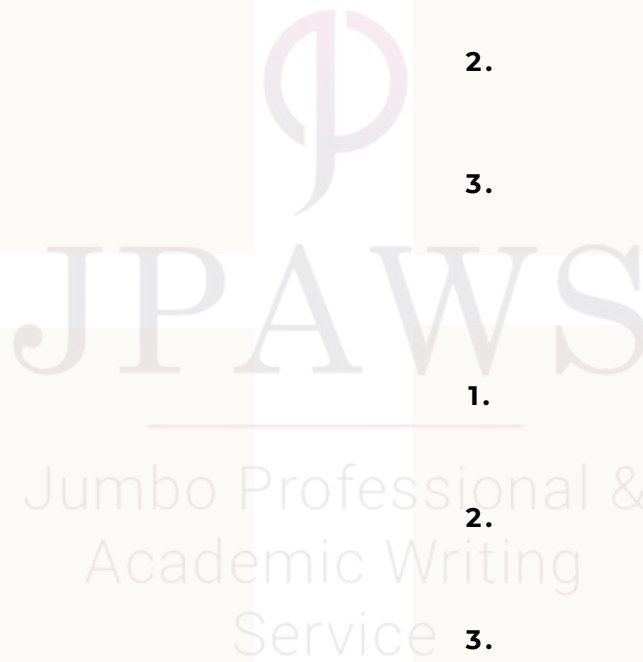
- 1.
- 2.
- 3.

RELEVANT

- 1.
- 2.
- 3.

TOWARDS

- 1.
- 2.
- 3.



DAILY GOAL SECTION

MON

TUES

WED

THURS

FRIDAY

What goal
am I
focusing
on today?

What skills
do I need to
learn as I
work
towards this
goal?

What skills do
I need to
apply as I
work towards
this goal?

What
strategies do I
need to apply
as I work
towards this
goal?

What software
or tools do I
need to learn
today as I
work towards
this goal?

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RECORD YOUR WIN SECTION



ACHIEVED



**PARTIALLY
ACHIEVED**



**NOT
ACHIEVED**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



DAILY AREAS FOR IMPROVEMENT

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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WEEKLY GOAL SECTION

		WEEK 1	WEEK 2	WEEK 3	WEEK 4
MON	What goal am I focusing on this week?				
TUES	What skills do I need to learn as I work towards this goal?				
WED	What skills do I need to apply as I work towards this goal?				
THURS	What strategies do I need to apply as I work towards this goal?				
FRIDAY	What software or tools do I need to learn as I work towards this goal?				

RECORD YOUR WIN SECTION



ARCHIEVED



PARTIALLY
ARCHIEVED



NOT
ARCHIEVED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



WEEKLY AREAS FOR IMPROVEMENT

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

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