**Individual Goals Sheet (Due at the end of each week) FRIDAY**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week: ( \_\_\_\_/ \_\_\_\_ - \_\_\_\_/ \_\_\_\_)

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***Daily Goals for RSA***: What do you hope to accomplish today? How long will your goal(s) take to accomplish? If you do not have a direct task, how can you help your group members progress?  |  |
| ***Daily Goals for Committee Work***: What do you need to accomplish for your committee today? How much time to you plan to dedicate to these tasks?  |  |

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| ***End of Day Reflection*** What did you accomplish today? How were you able to meet your goals? What goals were you unable to meet and why?  |  |

Overall, on a scale from 1-10 how positive, productive, and professional were you today? \_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_