**Missing Assignment Goal Setting**

Directions: You have received this because you are missing some assignments in {insert course(s) name here}. You are required to complete the steps below.

* Go to your course and find your missing assignments (this video will help: <http://screencast.com/t/1eqSUJNwH>).
* Write each missing assignment in the blank boxes below.
* Decide on a realistic date that you can have it completed by and set that as your goal.
* Once you’ve finished this, send it back to me {insert your name here}.
* Then cross each assignment off as you complete them and reap the rewards of success!

|  |  |  |
| --- | --- | --- |
| Missing Assignment | Completion Date Goal | Check when completed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |