Intentions - Was / were going to

This is used for a plan in the past which didn't happen. You were going to do something, but finally you didn't do it.

Form:

Subject + was / were going to + simple infinitive

Example:

I was going to study Japanese, but I decided to study Russian. They were going out to dinner, but they ordered a pizza instead. I was going to cook dinner when I suddenly realized I didn't have enough time.

'But' is used if you want to show contrast; whereas 'when' shows a point in time.

Exercise:

Write five sentences about things you were going to do but you didn't!