MAXIMIZE YOUR TIME

Goal Setting, Organization, & Prioritization

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Sp 26 Hours:

Monday – Thursday,

8am – 8pm

Friday, 8am – 5pm

Supplemental Instruction

Peer Success Coaching

Study Skills Consultations

Workshops

Email us if you don't see a time that works for you!

Accountability groups

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Helen Bass Williams
Academic Success Center

GOALS

- Noun. The result or achievement toward which effort is directed. (dictionary.com)

- Why do we set them?
  - Provide Direction
  - Motivation
  - Marker of Success/Progress
  - Progress can lead to momentum

S.M.A.R.T Goals

Goals can be defined as the *result or achievement toward which effort is directed*, and we set goals to provide direction, to motivate us, to mark our success, and to create further momentum in what we are doing. Goal setting can help increase your productivity, reduce stress levels, and enjoy the things you like to do more! To set goals for various tasks and purposes, it is important that you develop S.M.A.R.T Goals which allow you to allocate your time more effectively and efficiently.

I. What are S.M.A.R.T. goals?

S.M.A.R.T goals is considered one of many frameworks for goal setting. "SMART" is an acronym for...

S	Specific	Means that you know exactly what you are wanting to accomplish
M	Measurable	Refers to how you will measure your progress and your achievement of the goal
A	Actionable	Means being able to set up an action plan that tells you what you are going to do
R	Realistic	Means making sure that your goal is not completely out of reach or too easy to achieve
T	Timely	Means providing a timeframe in which you will accomplish the goal

Goal Setting Worksheet

Instructions: Section I provides 4 areas of improvement for students to work on. Under Section II, set goals that will enable you to address each area of improvement. In addition, list action items and any supporting resources relevant to each goal. An example is provided below.

Section I: Areas of Improvement

1. Academics – *How will you improve as a student this semester/school year?*
2. Social – *How will you create relationships with your peers on campus?*
3. Personal – *How will you prioritize your well-being this semester/school year?*
4. Professional – *How will you participate in your professional development this semester/school year?*

Section II: Setting Goals (Example)

Area of Improvement	Goal(s)	Action Items	Supporting Resources
1. Academics	1. Achieve a B+ in Organic Chemistry	1. Create Quizlets for all organic chemical compounds 2. Attend all SI Sessions 3. Do a chapter exercise each night	SI sessions, office hours, textbook, WISE tutoring, TA, instructor
	2. Achieve an A+ in Underwater Basket-weaving	1. Reserve pool time at the Co-Rec for practice 2. Practice weaving techniques each night 3. Practice holding breath underwater	Co-Rec, office hours, Home Depot, textbook, Michael Phelps, TA, instructor

WHEN SETTING GOALS, DECIDE ON IF YOU WANT THEM TO BE ACADEMICALLY, SOCIALLY, PERSONALLY, OR PROFESSIONALLY FOCUSED! YOU HAVE MANY OPTIONS!
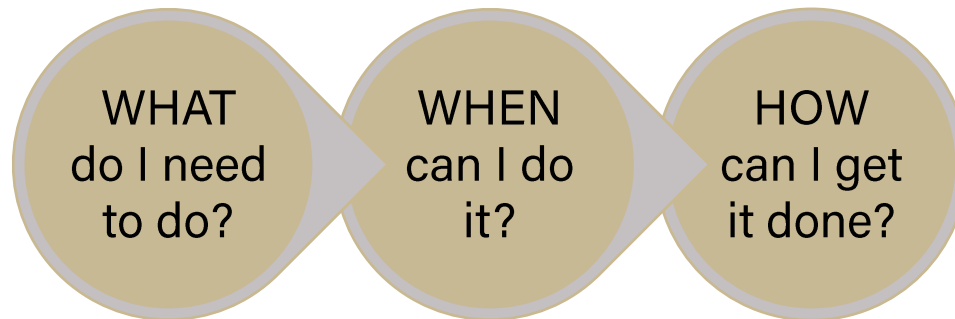
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Time Management

What is it, and why is it important?

Organizing and Prioritizing

Organization v. Prioritization

Being **organized** refers <u>to knowing what you need to get done</u> while **prioritizing** is <u>when you get those things done</u>.

WHAT
do I need
to do?

WHEN
can I do
it?

HOW
can I get
it done?

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You have options!

Maximize Your Time

Weekly Schedule

Daily Time Tracker

Due & To-Do

Priority Matrix

Prioritizing your To-Dos
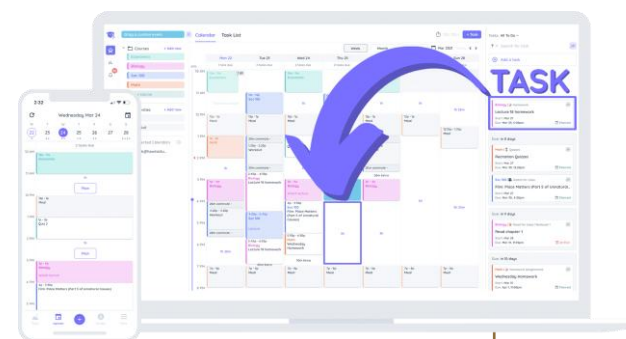
Winter Session at a Glance – stay organized!

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Dec-21	22	23	24	25	26	27
	Due:	Due:	Due:	Due:	Due:	Due:	Due:
	To-do:	To-do:	To-do:	To-do:	To-do:	To-do:	To-do:
2	28	29	30	31	Jan-1	2	3
	Due:	Due:	Due:	Due:	Due:	Due:	Due:
	To-do:	To-do:	To-do:	To-do:	To-do:	To-do:	To-do:
3	4	5	6	7	8	9	10
	Due:	Due:	Due:	Due:	Due:	Due:	Due:
	To-do:	To-do:	To-do:	To-do:	To-do:	To-do:	To-do:

TAKE ACTION

What is one thing you can do **today** to help manage your time during winter session?

THANK YOU, ANY QUESTIONS?

Gina Zaccagnini, PhD
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