

MAXIMIZE YOUR TIME

Goal Setting, Organization, & Prioritization

Who are we ?

Services & Resources

What do we do?

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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

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

MAKING GOALS

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!

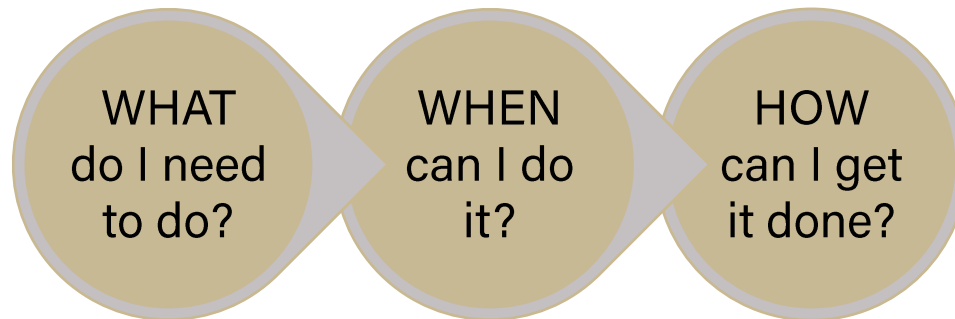
Time Management

What is it, and why is it important?

Organizing and Prioritizing

Organization v. Prioritization

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



You have options!

Maximize Your Time

Weekly Schedule

This Week's Dates: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30 - 7:30							
7:30 - 8:30							
8:30 - 9:30							
9:30 - 10:30							
10:30 - 11:30							
11:30 - 12:30							
12:30 - 1:30							
1:30 - 2:30							

Weekly Schedule

Daily Time Tracker

Time	Planned Schedule	Actual Schedule	Thoughts / Feelings
5:00 AM			
5:30			
6:00			
6:30			
7:00			
7:30			
8:00			
8:30			
9:00			

Daily Time Tracker

Due and To-Do

Due - Adjective

1. Satisfying a need, obligation, or duty
2. Having reached the date in which something is required

At the beginning of each semester, you receive a course syllabus from your professors. Indicated in the syllabus are assignment **due dates**. Due dates refer to the day and time in which the assignment must be completed and submitted.

Due dates are deadlines. Considering all work required for an assignment takes place prior to the deadline, you should consider when the action of working on the assignment will take place.

Do - Verb

1. To carry out
2. To perform or execute
3. To be engaged in the study or practice of

Due & To-Do

This Week's Date: _____

Prioritizing Matrix

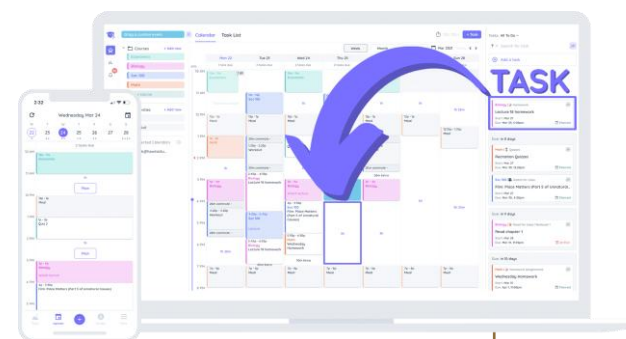
In the box below write down your tasks, projects, commitments, and events for the upcoming week.

Priority Matrix

Prioritizing your To-Dos

Covey's Four Quadrants		
	Urgent	Not Urgent
	Quadrant 1 - Do It • Things due today or	Quadrant 2 - Schedule It • Long-term projects

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?

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