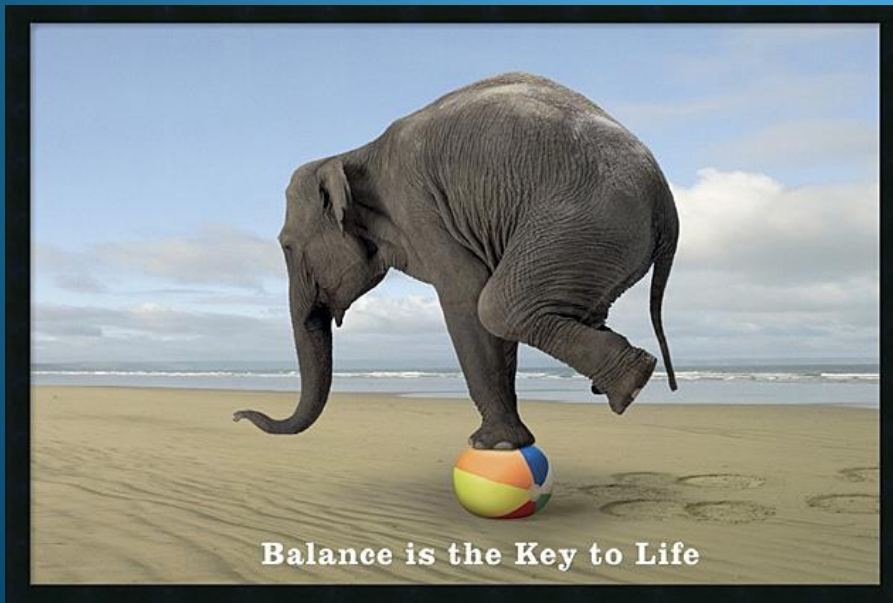


# Goal Setting & Managing Roles

Njeri Pringle  
Graduate Assistant  
Academic Support Center



# Outline

- Objectives
- 5 Goals- 5 Steps
  - Accountability Partner
- SMART Goals
- Time Management/Role Management
  - Time Management Video/Worksheet
    - Bowl Video
    - Bowl Activity
    - Case Study
    - Enemy of good time management
      - Procrastination video/worksheet

# 5 Goals – 5 Steps

**5 Goals for Fall Semester**

**1.** \_\_\_\_\_

**2.** \_\_\_\_\_

**3.** \_\_\_\_\_

**4.** \_\_\_\_\_

**5.** \_\_\_\_\_

**List one step to accomplish goal**

**1.** \_\_\_\_\_

**2.** \_\_\_\_\_

**3.** \_\_\_\_\_

**4.** \_\_\_\_\_

**5.** \_\_\_\_\_

SMART: Goals should be Specific, Measurable, Achievable, Relevant, Timely  
Getting a buddy or an accountability partner to help you stay motivated and hold you accountable can better support goal achievement.

\*\*\*\*\*Take your 5 goals and complete your SMART Goal Worksheet \*\*\*\*\*

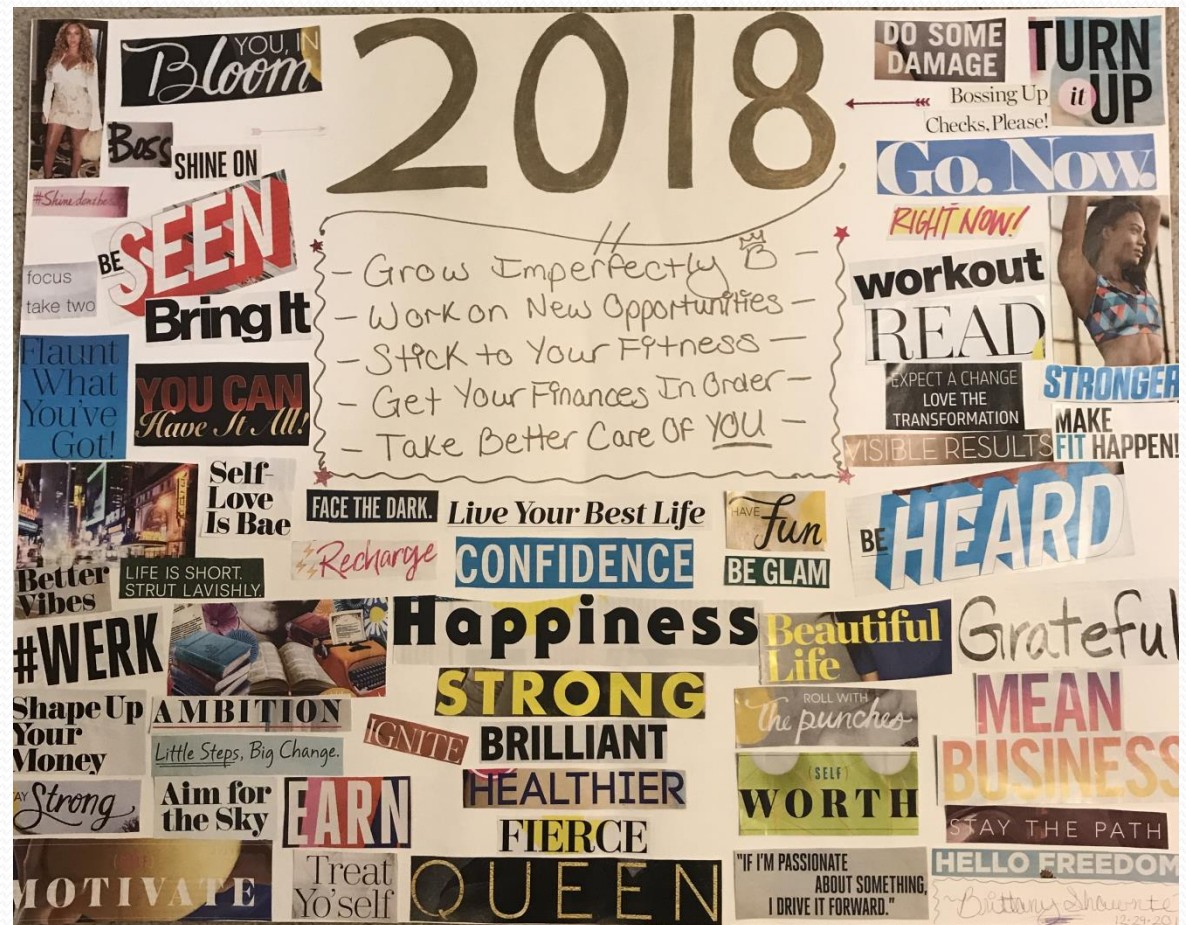
# SMART Goals

- Specific – what exactly will you accomplish?
- Measurable – How will you know when you have reached the goal?
- Achievable – Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve the goal? If not, how will you get them?
- Relevant – why is this goal significant to your life?
- Time - When will you achieve this goal?

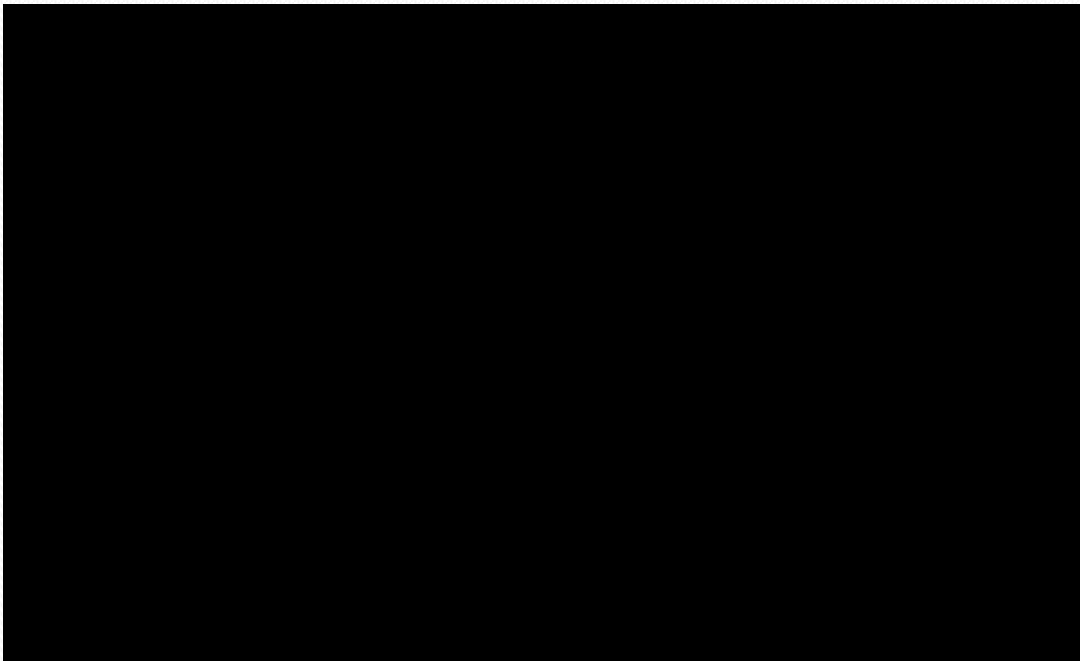
*Smart Goal Worksheet: Section IV: Career Planning Skills, Lesson 5- printed with permission from OfficeArrow.com, ©2008*

# Vision Board

- Put your goals on your vision boards as a reminder of what you set out to accomplish
- Now gather visuals and phrases that connect with each goal
- Place in a location where it is visible to keep you motivated.
- Also remember that this could be a fun activity to do with accountability partner.



# Visualization of Goals



Power of visualization

**Visualization** is simply a mental rehearsal. You create images in your mind of having or doing whatever it is that you want.

# Time Management or Role Management

- You really manage roles within the 24hr day; you can not add or take away from the total number of hours a day; you can however, manage and or prioritize your roles to meet your goals.
- What are some roles and or hats that you wear?
- What are you current time management tools? Are they working?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8	Dress and Breakfast 7-45 Band Practice						
8-9					Spanish		
9-10	Spanish 9:30 -10:45		Spanish 9:30 -10:45		Spanish 9:30 -10:45		
10-11		Math 10-11:15		Math 10-11:15	BIO Study group		
11-12	Bio	LUNCH	Bio	LUNCH	Bio		
12-1	LUNCH	English 12:30 - 1:45	LUNCH	English 12:30 -1:45	LUNCH		
1-2	Spanish Tutoring			Math Tutoring			
2-3	Gym	Gym	Gym	Gym			Gym
3-4							
4-5		English Tutoring					English Tutoring
5-6							
6-7							
7-8							
8-9							
9-10							
10-11	SLEEP						

168 hrs/week

- 12 hrs/week class

156 hrs

- 56 hrs for sleeping (8hrs/night)

100 hrs

- 24 hrs for studying (2hrs/class)

76 work, eat, rest, recreation

- Is this a true reflection of the time you have left?
- What are you doing with the time that you have left?

# Time Management Tools & Video

- Time Management Weekly scheduler
  - What else needs to go in this scheduler?
- Daily Scheduler
- [Time Management Video](#)
- [Time Waster Worksheet](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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3-4							
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5-6							
6-7							
7-8							
8-9							
9-10							
10-11	SLEEP						



# Bowl Activity Video

Getting distracted by little things  
in life is easy.



# Bowl Activity

- What are the tennis bowls in your life?
- What are the golf bowls in your life?
- What are the middle sized rocks?
- What are the smaller sized rocks and or marbles?

# Case Study Activity

- Partner time
  - Today you have to go to practice at 5, you also have 3 classes to attend however, you have not done your homework for one of the classes and you have a quiz in another. Today also happens to be your significant other's birthday.
    - What do you do?

# Enemy of Good Time Management

- “Procrastination – is success’ mistress” Sho Baraka (Talented Tenth Album)
- Wellcast – [Procrastination Video](#) & [Worksheet](#)
  - Eat an elephant
  - Pick off the goblins
  - Ignore the Siren’s song

# Questions & Feedback

- Any questions and feel free to give us feedback it helps us make improvements.
- We have paper-based but can send you an electronic link to evaluations.

# Contact us:

- Monday-Thursday 9 a.m. to 7 p.m.
- Friday 9 a.m. to 3 p.m.
- Sunday 3p.m. to 7p.m.

\*Hours change during summer semester

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