Goal Setting & Managing Roles

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Balance is the Key to Life
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 cannot 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?

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
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** 3 p.m. to 7 p.m.
  *Hours change during summer semester*

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