

5-Goals

Create 5 goals & 5 steps to accomplish those goals. Please make sure that the goals holistically reflect you: example: academic, career, relational, health, finance, etc.

Goals	Steps

Smart Goals

(accessed from <https://nnedv.org/?mdocs-file=8564>)

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: *What exactly will you accomplish?*

Measurable: *How will you know when you have reached this goal?*

Achievable: *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?*

Relevant: *Why is this goal significant to your life?*

Timely: *When will you achieve this goal?*

This goal is important because:

The benefits of achieving this goal will be:

Take Action! SWOT – Strengths, Weakness, Opportunities, & Threats

For this section we would like you to do some research, please go speak with individuals that are familiar with your goals, have them tell you the potential weakness/threats as well as the strengths/opportunities. Make a plan to combat the weakness/threats as well as capitalize on the strengths/opportunities.

Who are the people you will ask to help you?

Potential Obstacles (WT)

Potential Solutions (SO)

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Specific Action Steps: *What steps need to be taken to get you to your goal?*

What?	Expected Completion Date	Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Time Mangement


Access: <http://static.tumblr.com/nw2r6wp/kwsmj0c8z/timemanagement.pdf>

For this section we would like you analyze your busiest day. Put everything on your planner even those things like transporation and eating. This will allow you to find out where and what are your "time wasters"

DATE _____

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Day Planner



Step 1
Record WRITE DOWN EVERYTHING YOU DO. YES, WE MEAN EVERYTHING.

7:00 _____	2:00 _____
8:00 _____	3:00 _____
9:00 _____	4:00 _____
10:00 _____	5:00 _____
11:00 _____	6:00 _____
12:00 _____	7:00 _____
1:00 _____	8:00 _____

Step 2 Analyze

PICK YOUR FIVE BIGGEST TIME WASTERS, AND ADD UP THE TIME.

TIME WASTERS	TIME
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
	+ _____

Step 3 Change

GET THAT TIME BACK!
LIST YOUR PRIORITIES AND RANK THEM IN ORDER OF IMPORTANCE.

1. _____
2. _____
3. _____
4. _____
5. _____



Procrastination

Access: <http://static.tumblr.com/4esgicj/g32mi0c3d/procrastination.pdf>

Procrastination is the enemy to success, so we want you to be aware of how procrastination may or may not be hindering your goal achievement

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How to Stop PROCRASTINATING

DATE _____



1 EAT AN ELEPHANT

Don't let that daunting ELEPHANT overwhelm you!
Instead, organize it into bite-sized segments.

TASK:	TIME:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2 PICK OFF THE GOBLINS

What are some fun tasks you can do to start the project?

3 IGNORE THE SIREN'S SONG

Don't forget to clear your time from any DISTRACTIONS!

The Habit

(accessed from <http://www.getmotivation.com/motivationblog/2018/01/habit-poem-john-di-lemme/>)

THE HABIT POEM BY JOHN DI LEMME

I am your constant companion.
I am your greatest helper or your heaviest burden.
I will push you onward or drag you down to failure.
I am completely at your command.
Half the things you do, you might just as well turn over to me,
and I will be able to do them quickly and correctly.
I am easily managed; you must merely be firm with me.
Show me exactly how you want something done, and after a few lessons I will do it automatically.

I am the servant of all great men.
And, alas, of all failures as well.
Those who are great, I have made great.
Those who are failures, I have made failures.
I am not a machine, though I work with all the precision of a machine.
Plus, the intelligence of a man.
You may run me for profit, or run me for ruin; it makes no difference to me.
Take me, train me, be firm with me and I will put the world at your feet.
Be easy with me, and I will destroy you.
Who am I?

The Habit Exercise

We believe that habits have either benefits or cost. We would like you to take this time to outline what has the bad habit procrastination "costed" you.

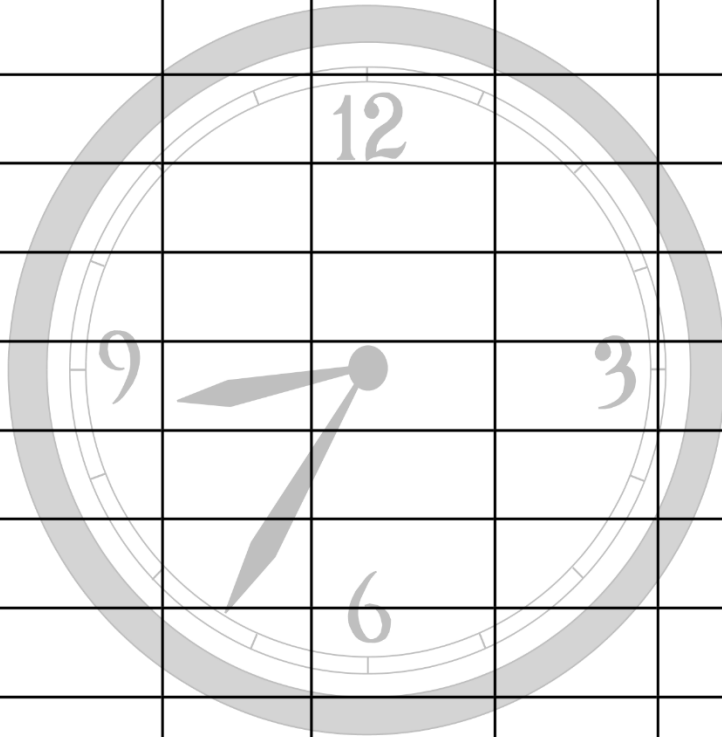
<i>Good Habits</i>	<i>Bad Habits</i>
<i>Benefits</i>	<i>Costs</i>

Time Mangement Schedulers

Weekly

DAILY SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12 n.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12 m							



Time Management Schedulers

Weekly

WEEK STARTING **08.15.2025**

WEEKLY SCHEDULE

PRIORITY KEY:

HIGH
MEDIUM
LOW

TOGGLE TASK COMPLETION

HIGH

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 AM	Study Group		Study Group		Meet John at Fitness Center
7:30 AM				another	
8:00 AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					
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4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					
6:30 PM					
7:00 PM					

Time Mangement Schedulers

Weekly

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday
8-9 am					
9-10 am					
10-11 am					
11- noon					
Noon-1 pm					
1-2 pm					
2-3:15					
3:30-4:45					
5-6 pm					
6-7pm					
8-10 pm					
11-midnight					

Time Management Schedulers

Daily

Day/Date:

Time	Class	Assignments	Due Today
7am :00 :30			
8am :00 :30			
9am :00 :30			
10am :00 :30			
11am :00 :30			
12pm :00 :30			
1pm :00 :30			
2pm :00 :30			
3pm :00 :30			
4pm :00 :30			Homework
5pm :00 :30			
6pm :00 :30			
7pm :00 :30			
8pm :00 :30			
9pm :00 :30			
10pm :00 :30			
			To Do List

Thanks for your attentiveness during our presentation.

We would like to provide references for all of our materials thus we have included the links below:

SMART Goals: <https://nnedv.org/?mdocs-file=8564>)

Time Management: <http://static.tumblr.com/nw2r6wp/kwsmi0c8z/timemanagement.pdf>

Procrastination: <http://static.tumblr.com/4esgjci/g32mi0c3d/procrastination.pdf>

The Habit: <http://www.getmotivation.com/motivationblog/2018/01/habit-poem-john-di-lemme/>)

If you have attended the sessions we are happy to provide these materials for you electronically.

We would also ask that you complete a Workshop evaluation to provide us with feedback: <https://goo.gl/forms/hB65AnexTcEFgi5l2>

Thank you again,
Academic Support Center