



Time Management & SMART Goal Setting



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Using Your Time Well

We all have length, width, height and duration – it's the reality we live in.

We can see and experience these directly, but

TIME is HIDDEN!

Being aware of how your time is spent helps you to take charge.



Time Management Self-Assessment



1. Do you estimate how many hours you will need to study each week?
2. Do you meet assignment deadlines?
3. Do you begin working on semester long projects early in the semester?
4. Do you write a daily "To Do" list?
5. Do you prevent social activities from interfering with your study time?
6. Do you have a job that requires fewer than 10 hours per week?
7. Do you set specific goals for each study session?
8. Do you begin your study time with your most difficult assignment?
9. Do you complete most of your studying during your peak productive time?
10. Do you think of being a full-time student or part-time student as you would a full-time or part-time job?

Your Logo or Name Here



Time Management Strategies

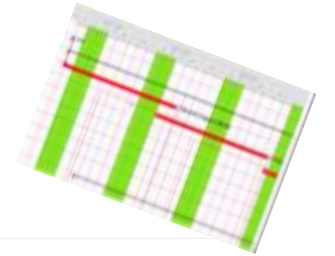


Write a Daily To-Do List

Prioritize tasks

Make a Project Board

Divide semester long assignments into daily & weekly goals



Commit to Do Tough Tasks First

Your energy level will be at it's highest;
Creates a sense of accomplishment

Break Projects Down into Smaller Tasks

Break down big picture into smaller more manageable assignment



Consolidate Similar Tasks

Allocate a block of time to do similar things, such as running errands

Your Logo or Name Here



Time-Management Strategies continued...



Study at Your High-Energy Time

Set aside your most difficult tasks for your peak energy times; Guard against interruptions & don't do mindless tasks or socialize during your peak energy periods.



Study Everywhere and Anywhere

Be prepared to study any time you have idle time throughout the day.



Study in Short Segments Throughout the Day

Much more effective than a marathon study session; Brain retains more.



Get Organized

Lay things out the night before; Organize your physical surroundings & items needed; Saves time and reduces stress.



Be Flexible

Try something new, if needed; Create pockets of open time in your schedule for anything that might pop up; *Don't procrastinate!* You will fall short of time if something goes wrong.



Procrastination: Arch Enemy of All Students

Some ways to overcome getting pulled into its grasp



Make the Task Meaningful

Remind yourself as to *WHY* task is important.



Take Task Apart

Break down large assignments into smaller manageable parts to avoid feeling overwhelmed. Set dates to work on each of the pieces.



Keep Organized & Be Positive

Saves time when you have everything you need. Avoid negative speak. Tell yourself "I know I can do this!"



Plan a Reward

Can be as simple as quick peak at social media or playing 1 quick level of a video game



Just Do It

When you find yourself procrastinating, just complete the "dreaded" task, then you won't have to think about it any more.



Reasons Why Students Struggle to Stay Organized or Focused

1. "I ran out of time."
2. "I overslept."
3. "I'm easily distracted."
4. "People interrupt me."
5. "I feel overwhelmed and panic at deadlines."
6. "I forgot about the assignment."
7. "I can't stay motivated."

An illustration of a forest with stylized trees. The trees have thick, textured trunks in shades of green and blue, with simple, branching limbs. Three colorful birds are perched on the branches: a yellow bird on the left, a red bird on the right, and a blue bird in the center. A single musical note is floating in the air between the trees. The background is a light, hazy green.

Keys to Mastering Time Management

Avoid Hindrances

- Your brain wastes energy to keep the memory of tasks.
- Unsorted tasks are hard to choose from.
- A worrying mind cannot concentrate on the task at hand.

Improve Your Productivity

- Stop Attempting
- Start Doing

Additional Tips



- Plan your day.
- Learn to say “no” and delegate.
- Stop multitasking.
- Do one task at a time.
- Don’t half work.
- Stop trying to be perfect.
- Have a clock visible all-day.

Give Yourself the Gift of Time

Time Use Record

- Track the activities and down time in a typical day.
- Identify pockets of time that could be better spent to meet your goals.

Name: _____

Time Use Record

There are 24 hours in a day; 168 hours in a week. Think about a typical day in your life. More specifically, think about yesterday. On the lines below, identify how you spend your time in a 24-hour period.

| | | | | |
|---------|-------|------|-----|----|
| 5:00am | _____ | must | not | pt |
| 6:00am | _____ | must | not | pt |
| 7:00am | _____ | must | not | pt |
| 8:00am | _____ | must | not | pt |
| 9:00am | _____ | must | not | pt |
| 10:00am | _____ | must | not | pt |
| 11:00am | _____ | must | not | pt |
| 12:00pm | _____ | must | not | pt |
| 1:00pm | _____ | must | not | pt |
| 2:00pm | _____ | must | not | pt |
| 3:00pm | _____ | must | not | pt |
| 4:00pm | _____ | must | not | pt |
| 5:00pm | _____ | must | not | pt |
| 6:00pm | _____ | must | not | pt |
| 7:00pm | _____ | must | not | pt |
| 8:00pm | _____ | must | not | pt |
| 9:00pm | _____ | must | not | pt |
| 10:00pm | _____ | must | not | pt |
| 11:00pm | _____ | must | not | pt |
| 12:00am | _____ | must | not | pt |
| 1:00am | _____ | must | not | pt |
| 2:00am | _____ | must | not | pt |
| 3:00am | _____ | must | not | pt |
| 4:00am | _____ | must | not | pt |

Review your day and identify each activity that was a "must" do (such as working and attending classes) by circling the word **must**. Identify those activities that were **not** necessarily *required* of you, by circling the word **not** (such as, watching TV). Circle the letters **pt** to identify those activities in which you used your time to *proactively tend* to an upcoming event (such as, study for today's Chemistry test).

Goal Setting

& Why It's Important



**"If you aim at
nothing, you will hit
it every time"**

Author Unkown



**You are more likely
to arrive at your
destination/goal**

when you proceed with
direction and purpose.

~ Rose Lynch ☺



While setting and tending to your goals is important...

Be *Careful* - a tunnel vision approach can result in *Missed* opportunities that presented themselves along the way.



The **SMART** way to make your goals achievable...



Specific

- Simple
- Sensible
- Significant



Measurable

- Meaningful
- Motivating.



Achievable

- Agreed
- Attainable



Relevant

- Reasonable
- Realistic
- Results-Based



Time-Bound

- Time-Based
- Time limited
- Timely
- Time-Sensitive

“The difference between a dream and a goal is a timeline and accountability.” ~ Dr. Phil

Questions to ask when creating **SMART** Goals

1. Specific

- What do I want to accomplish?
- Why is this goal important?
- Who is involved?
- Where is it located?
- Which resources or limits are involved?

3. Achievable

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?

4. Relevant

- Does this seem worthwhile?
- Is this the right time?
- Does this match our other efforts/needs?
- Am I the right person to reach this goal?
- Is it applicable in the current socio-economic environment?

2. Measurable

- How much?
- How many?
- How will I know when it is accomplished?

5. Time-bound

- When?
- What can I do six months from now?
- What can I do six weeks from now?
- What can I do today?

Setting Goals

Set 3 goals for yourself for this semester & stick with them!

Remember, be specific and make sure that your goal is measurable.

| WHAT? | HOW? | WHEN? |
|---|---|--|
| What is it that you want to accomplish? | How are you going to do it? | When will it be accomplished? What's your deadline? |
| 1. Earn a College Degree | Complete WCCC & EOF applications. Apply for Financial Aid. Meet with an advisor. Select & register for classes. Show up, participate & graduate | By June 30 th By June 15 th By June 15 th By July 1st July 13 th thru May 2022 |
| 2. | | |
| 3. | | |



Creating SMART Goals

Will...

- Help you clarify your ideas.
- Focus your efforts.
- Use your time and resources productively.
- Increase your chances of achieving what you want in life.
- Need periodic evaluation & adjustments.

Questions?

Your Logo or Name Here




Resources

Skip Downing, On-Course Textbooks
Mindtools website
Off to College
Time Well Used

Thank You!



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