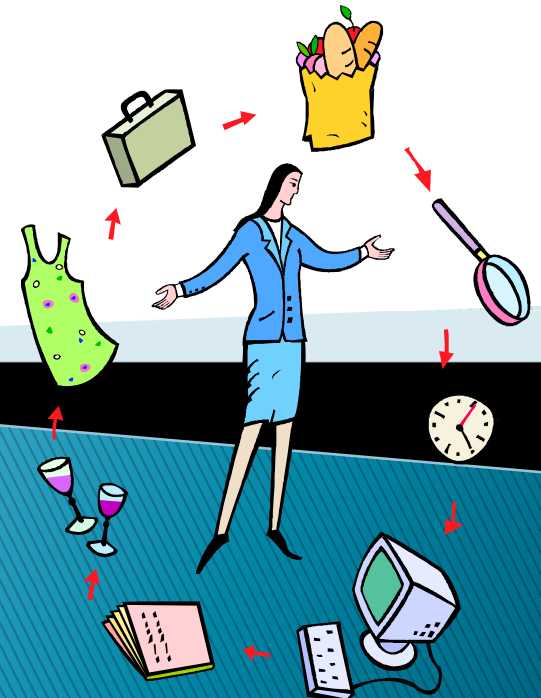


Time Management



BY:
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Setting and Achieving Goals

- ▶ Can be every bit as real and useful
- ▶ Write down goals; more likely to meet them
- ▶ Write them on a 3x5 card or on a word document on your computer
- ▶ Reflect regularly on your goals
- ▶ STAR: Specific, Time, Areas, and Reflect



Specific

- ▶ State as observable actions or measureable results
- ▶ List changes you might see, feel, touch, taste, hear, be, do, or have after you reach the goals.
- ▶ EX: Vague goal: Get a good education
Specific goal: Graduate with B.S. degree in engineering, with honors, by 2014.



Time

- ▶ Long-term goals:
 - represent major targets in your life.
 - 5 to 20 years to achieve
 - Goals in education, careers, personal relationships, travel, financial security, etc.



Time, continued

- ▶ Mid-Term Goals
 - Can accomplish in 1 to 5 years
 - Completing a course of education, paying off a car loan, or achieving a specific career level.
 - Support long-term goals



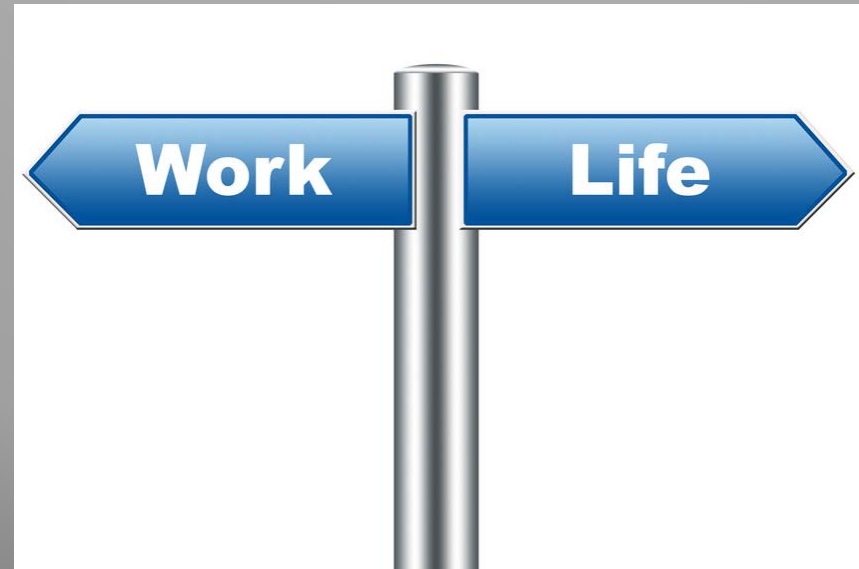
Time, continued

- ▶ Short-term Goals
 - Accomplish in one year or less
 - Completing a particular course or group of courses, hiking down the Appalachian Trail, or organizing a family reunion.
 - Require action now or in near future



Areas

- ▶ Write goals in several areas of life
- ▶ Categories: education, career, financial life, family life, social life, spiritual life, level of health, etc.
- ▶ Set goals in more than one category to balance your life



Don't choose between the two.

Reflect

- ▶ Check in with your feelings
 - Consider satisfaction you'll gain in attaining your objectives
- ▶ Check for alignment
 - Look for connections among your goals
- ▶ Check for obstacles
 - Anticipate obstacles, start looking now for workable solutions
- ▶ Check for immediate steps
 - Put the small, achievable goals on a to-do list and check it weekly or monthly



To-Do Lists

- ▶ Brainstorm tasks
 - List all the tasks you want to get done tomorrow or by the end of the week
- ▶ Estimate time
 - Estimate how long to complete task; overestimate rather than underestimate
- ▶ Rate each task by priority
 - Decide which are most important
- ▶ Cross off tasks
 - Cross off tasks as you complete them and add items when you think you need them
- ▶ Evaluate
 - Evaluate your performance at the end of the day



My Time Management

- ▶ In order to keep myself motivated, I have to create a to-do list at the beginning of the week.
- ▶ This helps me stay on task and get my homework done before the night it is due.
- ▶ It also helps me have a free weekend to hang out with friends and family.
- ▶ Don't try and juggle things all at once.
- ▶ Make this more of a priority than others.
- ▶ Start assignments when they first get assigned.
- ▶ Stop procrastinating.
- ▶ Carry a planner with you.

