



“Goal-Setting” Yourself Up for Success

Assessing How You Are Spending Your Time

- What activities take up most of your time? Are you satisfied with the way you are using your time? Can you see where you can improve?

	Hygiene	Food	Classes	Studies	Work	Recreation	Personal	Sleep	other
12-1 am									
1-2 am									
2-3 am									
3-4 am									
4-5 am									
5-6 am									
6-7 am									
7-8 am									
8-9 am									
9-10 am									
10-11 am									
11 am-12 pm									
12-1 pm									
1-2 pm									
2-3 pm									
3-4 pm									
4-5 pm									
5-6 pm									
6-7 pm									
7-8 pm									
8-9 pm									
9-10 pm									
10-11 pm									
11 pm-12 am									



Assessing Your Roles

- “If you want to make good use of your time, you’ve got to know what’s most important and then give it all you’ve got.” –Lee Iacocca
- **Your Roles**
 - “Any function to which we regularly devote large chunks of our time and energy.”



Visualizing a Successful You: SMART-Sizing Your Goals

- **Specific**
 - Make goals that aren't too broad.
- **Measurable**
 - Be able to monitor your progress.
- **Attainable**
 - Goals should be realistic and attainable.
- **Relevant**
 - Goals should be in alignment with your priorities.
- **Timed**
 - Set deadlines for reaching your goals.

Visualizing a Successful You: Being Even SMARTER

- **Encouragement**
 - Add some encouragement to your SMART goals—someone to cheer you on!
- **Reward**
 - Add some reward to your SMART goals—new app? Clothes? Date?



Why Are These *Not* SMART Goals?

- Academics are a priority, so I plan to do well on my midterm exams.
- Volunteering is a priority, so I will volunteer at the nursing home at least 25 hours per week for the entire semester.
- By midnight, I will have mastered 2 levels of this video game.
- Academics are a priority, so I will finish reading and taking notes on Chapter 6.



Achieving Your Goals: Fixed and Flexible Tasks

- **Fixed Tasks**
 - Class
 - Practice/competition
 - Meetings
 - Work
 - Worship
- **Flexible Tasks**
 - Studying/homework
 - Meals
 - Errands
 - Exercise
 - Hobbies



5 Steps of Planning

1. Consider your life roles.
2. Visualize success within each role.
3. Set goals within each life role.
4. Identify tasks associated with accomplishing your goals.
5. Schedule tasks using your preferred planning tool.



Tools for Success

- Daily and Weekly Calendar
- Tracking Form
- Next Actions List/“Role Goal” Sheet
- 32-Day Commitment



Sample Daily Planner

6:00am	
7:00am	Breakfast
8:00am	Workout - Cardio
9:00am	CH 105 Lecture
10:00am	CH 105 Lab
11:00am	
12:00pm	Lunch with John @ Res Co
1:00pm	Work campus job
2:00pm	
3:00pm	Work on FYS rough draft
4:00pm	Study for SW quiz
5:00pm	TI 244
6:00pm	
7:00pm	
8:00pm	Dinner with Jane @ C Club
9:00pm	Chess Club Meeting
10:00pm	
11:00pm	
12:00am	



Sample Weekly Planner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:00am	FYS 101	Workout	FYS 101	Workout	FYS 101		
9:00am	CH 105	CH 105	CH 105	CH 105			
10:00am	Study	Study	Study	CH 105 lab	Study		Worship
11:00am						Study	
12:00pm	Lunch	Lunch	Lunch	Lunch	Lunch		
1:00pm	Work	Work	Work	Work	Work		
2:00pm							
3:00pm			PWB 120	Study	PWB 120	Workout	
4:00pm	SW 250	Student Org. Meeting	SW 250				
5:00pm				TI 244			
6:00pm	Dinner	Dinner	Dinner		Dinner		
7:00pm	Study	Study	Study		Study		Study
8:00pm	Study	Study	Study	Dinner	Study		
9:00pm	Study	Study	Study	Student Org. Meeting			
10:00pm							Weekly Planning
11:00pm							
12:00am							



Sample Tracking Form

Tracking Form								
Role:	Student							
Dream:	To have a rewarding, lucrative career as a pharmacy practitioner							
Long-term goal:	To earn a <u>Pharm.D.</u> in 6 years							
Short-term goal:	To earn a 4.0 GPA for the Fall Semester							
Action Steps:								
	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep
Attend all classes	X		X		X		X	X
Review lecture notes from day for at least 10 minutes	X	X	X	X	X	X		X
Uninterrupted study at least 1-2 hours	X	X	X	X	X	X	X	X
Check in with academic advisor	X	X	X	X	X	X	X	X
Attend CH 105 study table as needed	X		X					X
Go to professors' office hours as needed		X			X		X	
At least 7 hours of sleep	X	X	X	X		X	X	X
Work out at least 30 minutes		X	X	X	X	X		X



Sample Next Actions List/"Role Goal" Sheet

Next Actions List for Week of September 4				
Role: FYS 101	Role: MA 106	Role: PCA 200	Role: EI 101	Role: LC 103
Goal: A	Goal: A by Dec.	Goal: A by Dec.	Goal: A by Dec.	Goal: A by Dec.
<ul style="list-style-type: none"> • write 1st draft 	<ul style="list-style-type: none"> • finish homework set 	<ul style="list-style-type: none"> • read chapter 3 	<ul style="list-style-type: none"> • finish market research for business plan 	<ul style="list-style-type: none"> • read chapter 2
<ul style="list-style-type: none"> • take 1st draft to Writers' Studio 	<ul style="list-style-type: none"> • visit prof.'s office hours 	<ul style="list-style-type: none"> • study for essay test on 9/12 	<ul style="list-style-type: none"> • prepare presentation on 9/13 	<ul style="list-style-type: none"> • do Canvas post
<p>Role: Exploratory Student</p> <p>Goal: Select Major by May</p> <ul style="list-style-type: none"> • meet with advisor to talk classes 	<p>Miscellaneous Actions</p> <ul style="list-style-type: none"> • work out 3 times • dinner with John and Jane • meet with EI 101 group 		<p>Calls and Messages to Send</p> <ul style="list-style-type: none"> • call home (Sunday) 	



Sample 32-Day Commitment

I pledge to read about my future career field for 20 minutes a day.

Day 1

Day 17

Day 2

Day 18

Day 3

Day 19

Day 4

Day 20

Day 5

Day 21

Day 6

Day 22

Day 7

Day 23

Day 8

Day 24

Day 9

Day 25

Day 10

Day 26

Day 11

Day 27

Day 12

Day 28

Day 13

Day 29

Day 14

Day 30

Day 15

Day 31

Day 16

Day 32



Questions?

If you have any questions or need further assistance,
please contact us in the
Center for Academic Success
& Exploration (CASE)
in Jordan Hall 144,
or email us at learning@butler.edu.