

Goal Setting and Time Utilization

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When you set goals and utilize your time effectively, you will achieve success!

Goal Setting...

- “Is the first step in the process of being successful because it gives you something specific to strive for and ensures you start off in the right direction” (University 101: The Individual and Life, p. 111)

Goals can be...

- What You Aim For
- A Desired Result
- An Intended End
- A Target

Goals come from...

- Values – What you believe is important.

Goals should be S.M.A.R.T.

- “Specific – What is it?”
- Meaningful and Measurable – It matters.
- Actionable – Actions or behaviors needed to reach the goal
- Realistic – Capable of being achieved
- Timed – Broken down into a timeline that includes short-range, mid-range and long range steps” p. 118

Goals Must Be Accomplished

Within...

- A Set Period of Time

A Goal Can be...

- To Achieve a 3.5 GPA by the end of the Spring 2020 Semester.

WHAT IS TIME?

- The amount of hours, minutes and seconds given to you to accomplish a specific purpose.

HOW MANY HOURS ARE IN A MONTH?

Month	Number of Days	Number of Hours	Number of Minutes	Number of Seconds
January	31	744	44,640	2,678,400
February	28	672	40,320	2,419,200
February	29	696	41,760	2,505,600
March	31	744	44,640	2,678,400
April	30	720	43,200	2,592,000
May	31	744	44,640	2,678,400
June	30	720	43,200	2,592,000
July	31	744	44,640	2,678,400
August	31	744	44,640	2,678,400
September	30	720	43,200	2,592,000
October	31	744	44,640	2,678,400
November	30	720	43,200	2,592,000
December	31	744	44,640	2,678,400
Year	365	8760	525,600	31,557,600
Leap Year	366	8784		

HOW MANY HOURS ARE IN A WEEK?

1 **week** = 7 days = 168 **hours** = 10,080 minutes = 604,800 seconds.

HOW MANY HOURS ARE IN A DAY?

One **minute** has 60 **seconds**,

One **hour** has 60 **minutes** and

One **day** has **24 hours**.

WHERE IS TIME?

- IT IS IN YOUR HANDS!

WHAT IS TIME UTILIZATION?

- HOW YOU USE THE HOURS, MINUTES AND SECONDS TO ACCOMPLISH YOUR GOALS.

WHAT IS PROJECT MANAGEMENT?

- YOUR ABILITY TO HANDLE THE PROJECTS (ASSIGNMENTS) BEFORE YOU.

ANSWER THE QUESTION BELOW.

- HOW DO YOU UTILIZE TIME TO MANAGE THE PROJECTS (ASSIGNMENTS) BEFORE YOU?

TIME IN YOUR HANDS CAN BE USED TO...

- ACHIEVE YOUR GOALS.
- PRIORITIZE WHAT IS IMPORTANT.
- COMPLETE TASKS BY A SPECIFIC DEADLINE.
- STAY AHEAD.

UTILIZE TIME...

- To work for you, rather than work within time.

Tools for Effective Time Utilization and Project Management

- Smart Phone
- Tablet
- Planner
- Smart Watch
- Block Schedule
- Weekly Schedule
- Monthly Calendar
- Monthly Calendar/Task List

Tools for Effective Time Utilization and Project Management

Tablet



Smart Phone



Smart Watch



Planner



Block Schedule

Weekly Schedule							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
7:00 AM							
8:00 AM		Get-up/Eat	Get-up/Eat	Get-up/Eat	Get-up/Eat	Get-up/Eat	
9:00 AM							
10:00AM		Socio Break-Out	Socio Break-Out	Socio Break-Out	Socio Break-Out	Socio Break-Out	
11:00AM		Read for Soc	Read for Soc	Read for Soc	Read for Soc	Read for Soc	
12NOON	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Sociology Lec	Sociology Lec	Sociology Lec	Sociology Lec	Sociology Lec	
1 PM	Transformation Council						
2 PM							
3PM		Math Lab	Math Lab	Math Lab	Math Lab	Math Lab	
4 PM							Transform Seminar
5 PM	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Dinner	Dinner	Dinner	Dinner	Dinner	
6 PM		Indv Writing Appoint	Indv Writing Appoint	Indv Writing Appoint	Indv Writing Appoint	Indv Writing Appoint	
7 PM		Study/Write for Socio	Study/Write for Socio	Study/Write for Socio	Study/Write for Socio	Study/Write for Socio	
8 PM							

Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00/9:30 a.m. – Get up	9:30 a.m. – Get up/Shower	7:00 a.m. – Get up	7:50 a.m. – Get up	7:00 a.m. – Get up	7:50 a.m. – Get up	10:00 a.m. – Get up/Take shower
10:00 a.m. – Leave for UE	10:00-10:30 a.m. – Review notes for Bio Lecture	7:30 a.m. – Leave for class/pray	8:20 a.m. – Leave for class/pray	7:30 a.m. – Leave for class/pray	8:20 a.m. – Leave for class/pray	10:30-11:30 a.m. – Complete English homework
10:30 a.m. -12:30 p.m. – Attend service at UE	10:30-11:00 – Read book for History	7:45 a.m. – Arrive in class	8:45 a.m. – Arrive in class	7:45 a.m. – Arrive in class	8:45 a.m. – Arrive in class	11:30 a.m. -12:00 p.m. – Review math notes
12:45 -2:30p.m. – Eat at Plaza 900	11:00-11:30 a.m. – Complete English Homework	8:00-9:15 p.m. – English Class	9:00-10:50 a.m. – Bio Lab Class	8:00-9:15 p.m. – English Class	9:00-9:30 a.m. – Bio RSD Class	12:00-12:30 p.m. – Read book for History
2:30-3:15p.m. – Chill out	11:30 a.m. – Leave for class	9:30-10:45 a.m. – Biology Class	10:50 a.m. – Leave for SSC	9:30-10:45 a.m. – Biology Class	9:30-10:00 a.m. – Review bio lab info	12:30-2:00p.m. – Eat at Dobbs w/ Anitra
3:15 p.m. – Leave for HIS Life Rehearsal	11:50 a.m. – Arrive for History Class	10:45-11:00 a.m. – Get on facebook/checke-mail	11:00-11:30 a.m. – Finish Bio Lab	10:45-11:00 a.m. – Get on facebook/checke-mail	10:00-10:30 a.m. – Review/ Finish Math homework	2:00-2:30p.m. – Review Bio lab info
3:30-4:00p.m. – Arrive at His Life Rehearsal/ Have quiet time	11:50 a.m. – Look over notes again for History	11:00-11:30 a.m. – Complete English Homework	11:30-11:50 a.m. – Review History notes	11:00-11:30 a.m. – Complete English Homework	10:30-11:30 a.m. – Complete English homework	2:30-3:00p.m. – Review History Notes
4:00-6:00p.m. – His Life Rehearsal	12:00-12:50 p.m. – History Class	11:30-12:00 – Review History Notes	12:00-12:50 p.m. – History Class	11:30-12:00 – Review History Notes	11:30-11:50 a.m. – Review History Notes	
6:15-7:15p.m. – Go eat at Dobbs	12:50- Leave for Math class	12:00-12:30 p.m. – Read Book for History	12:50- Leave for Math class	12:00-12:30 p.m. – Read Book for History	12:00-12:50 p.m. – History Class	
7:15-8:00 – Review math notes	12:51 – 1:00 p.m. – Prepare for Math Class/Take Restroom Break	12:30-1:00 – Review notes for Math Class	12:51 – 1:00 p.m. – Prepare for Math Class/Take Restroom Break	12:30-1:00 – Review notes for Math Class	12:51 – 1:00 p.m. – Prepare for Math Class/Take Restroom Break	
8:00-8:30p.m. – Pick story for IMPACT	1:00-1:50 p.m. – Math Class	1:00-1:50 p.m. – Math Class	1:00-1:50 p.m. – Math Class	1:00-1:50 p.m. – Math Class	1:00-1:50 p.m. – Math Class	
8:30 p.m. –until –Anitra/Watch movie	1:50 p.m. – Leave for Math Tutoring	2:00-3:15p.m. – Eat lunch at Dobbs w/Shakera	1:50 p.m. – Leave for Math Tutoring	2:00-3:15 p.m. – Eat lunch at Dobbs w/Shakera	2:00-4:00 p.m. – Eat lunch at Dobbs w/Shakera	
	2:00-2:45p.m. – Math Tutoring	3:15 p.m. –Leave to go to the room	2:00-2:45p.m. – Math Tutoring	3:15 p.m. –Leave to go to the room	4:00-4:30p.m. – Read book for History	
	Pray	Pray	Pray	Pray	Pray	
	2:45-3:15p.m. –Go to Time Out	3:20-3:30p.m. – Settle in/ Take break	2:45-3:15 p.m. –Go to Time Out	3:20-3:30p.m. – Settle in/ Take break	4:30-5:00 – Review bio notes	
	3:15 p.m. –Leave to go to the room	3:30-4:00p.m. – Review math notes	3:15 p.m. –Leave to go to the room	3:30-4:00p.m. – Review math notes	5:00-6:00p.m. – Reorganize history notes	
	3:20-3:30p.m. – Settle in/ Take break	4:00-4:30p.m. – Reorganize Bio notes	3:20-3:30p.m. – Settle in/ Take break	4:00-4:30p.m. – Reorganize Bio notes	6:00p.m. – until –CHILL OUT	
	3:30-5:00p.m. – Complete Math Homework	4:30-5:30p.m. – Complete English homework	3:30-4:00p.m. – Complete math homework	4:30-5:30p.m. – Complete English homework		
	5:00-6:00p.m. – Reorganize History Notes	5:30-6:00p.m. – Read Devotional Book/Send IMPACT E-mail	4:00-5:00p.m. – Reorganize History Notes	5:30-6:00p.m. – Read Devotional Book		
	6:00-7:00p.m. – Prepare story/riddle and e-mail for IMPACT	6:00-7:15p.m. – Eat Dinner at Dobbs	5:00- 5:30 p.m. – Review notes for Bio Lecture	6:00-6:30p.m. – Review History Notes		
	7:00-7:30p.m. – Read book again for History	7:15-8:00p.m. Read Bio Lab Information	5:30-6:00p.m. – Read book for History	6:30 p.m. Leave for His Life/Read book for History		
	7:30-8:00p.m. – Review Bio Lab from last week	8:00-8:30p.m. – Take Shower	6:00-6:30p.m. – Eat Dinner at Dobbs	6:45-7:00p.m. – Arrive at His Life Rehearsal/ Call Relatives		
	8:00-9:00 –Anitra/ Dinner/Skype Time	8:30-8:45p.m. – Pick out clothes for next day	6:30 p.m. – Leave for IMPACT	7:00- 7:30 p.m. – Have quiet time with God.		
	9:00 p.m. – Shut down/Pick out clothes for tomorrow	9:00-10:00p.m. – Anitra/Skype Time	6:45-10:00p.m. – IMPACT/EVA J's	7:30-9:00p.m. – His Life Rehearsal		
		10:00 p.m. – Watch movie/Shutdown	10:00-10:45 p.m. – Shower/Pick clothes out for tomorrow	9:00-10:00p.m. – Eat at Eva J's		
				10:30 p.m. – Arrive back at room		
			12:00 a.m. –Shutdown	11:15-11:45 p.m. – Anitra/Skype Time		
				11:45 p.m. – Shutdown		

Monthly Calendar

June 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8 Read for Sociology 4-5pm and 7-9pm Write Notes/Study for Sociology -9:30-10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	9 Read for Sociology 4-5 pm. and 7-9pm Write Notes/Study for Sociology -9:30-10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	10 Read for Sociology 4-5 pm and 7-9pm Write Notes/Study for Sociology -9:30- 10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	11 Read for Sociology 4-5 pm and 7-9pm Write Notes/Study for Sociology -9:30-10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	12 Read for Sociology 10:00-12:00 p.m.
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Monthly Calendar/Task List

June 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8 Read for Sociology 4-5pm and 7-9pm Write Notes/Study for Sociology -9:30-10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	9 Read for Sociology 4-5 pm. and 7-9pm Write Notes/Study for Sociology - 9:30-10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	10 Read for Sociology 4-5 pm and 7-9pm Write Notes/Study for Sociology - 9:30-10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	11 Read for Sociology 4-5 pm and 7-9pm Write Notes/Study for Sociology - 9:30-10:30 p.m. Work on Sociology Paper 11:00pm – 12:00 a.m.	12 Read for Sociology 10:00-12:00 p.m.
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Daily Task List

Tasks In Need of Completion

1. Read Everything in its Path – Chapters 1–3 –June 7th
2. Read conflict/functionalist theories – June 8th
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Remember

- Time unutilized is time that is unproductive!

THANK YOU FOR YOUR TIME.

