Success Center
Directed Learning Activity

Organizing Your Time: Setting Realistic Goals

SS003.1

Directed Learning Activity – Organizing Your Time: Setting Realistic Goals

Description: ***Setting realistic weekly goals is a crucial step in achieving larger goals in all areas of life: home, work, school, relationships, etc. In order to make progress toward accomplishing goals, you should spend time each week identifying weekly goals, setting aside time to work on goals, and anticipating conflicts that will interfere with our ability to meet goals. This Directed Learning Activity (DLA) will break down the goal-planning process to show how time management and planning can enable you to successfully achieve your goals.***

Step One: Identifying Weekly Goals

Goals can be **personal**; for example, "I will spend more quality time with my family this week." A **professional** goal could be, "I will meet with colleagues to share ideas once a week." An **educational** goal might be, "I will make an appointment with my counselor to update my educational plan."

Identify three goals – *personal*, *professional*, or *educational* – that you need to accomplish during the upcoming week.

1. _____

2. _____

3. _____

Now, prioritize and categorize those three goals. After you rank them *1*, *2*, and *3* in terms of priority, circle that best describes what types of goals they are: *personal*, *professional*, *educational*, or *other*. If a goal falls into the *other* category, use the blank next to that term to explain what type it is.

Goal 1: _____

Personal **Professional** **Educational** **Other**

Goal 2: _____

Personal **Professional** **Educational** **Other**

Goal 3: _____

Personal **Professional** **Educational** **Other**

Now, explain why you set each goal and why you prioritized it as you did.

Goal 1:

Goal 2:

Goal 3

Step Two: Setting Aside Time to Work on Goals

Once you identify your weekly goals, you must set aside an adequate amount of time to actually accomplish them.

1. Describe the steps that you must take to make accomplishing your goals realistic. Be specific when describing the steps; for example, "I will get up at 4 a.m. on Tuesdays and Thursdays to run one mile."

Steps for Goal 1:

Steps for Goal 2:

Steps for Goal 3:

2. Evaluate how much time must be devoted to each goal in order to achieve a successful outcome. Be sure to take into consideration how much time each step will require.

Time for Goal 1

Time for Goal 2:

Time for Goal 3:

3. Now, on the calendar below, plan your week by listing all the activities and obligations you have scheduled. Then, set aside the time necessary to accomplish each step for each goal on the calendar.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

Evening							

Step Three: Anticipating Conflicts That Will Interfere With Meeting Goals

When attempting to set realistic goals, you must try to anticipate the scheduling conflicts that might make accomplishing those goals a challenge.

1. What other responsibilities will compete for your time? What obstacles will you encounter? Think about any family, school, or work obligations that will require your attention and will potentially interfere with attaining your goal.

Conflicts for Goal 1:

Conflicts for Goal 2:

Conflicts for Goal 3:

2. How will you cope with outside obligations that will compete for your time? What adjustments can you make now to keep you on track to accomplish your goals? For example, can you reduce your work hours so you can spend more time studying? Is there someone to help you with childcare so you can attend classes?

Adjustments for Goal 1:

Adjustments for Goal 2:

Adjustments for Goal 3:

Step Four: Reflecting on the Goal-Setting Process

1. Was it helpful to plan out your weekly goals and then set aside time to accomplish them? Why or why not?

2. Do you plan on making an effort to continue identifying goals and maintaining a calendar by setting aside time each week to plan? Why or why not?

PRINT STUDENT NAME **STUDENT #**

Tutor Feedback:

_____Student identified three goals and classified each one as *personal*, *professional*, or *educational*.

_____Student articulated the steps involved in accomplishing each goal.

_____Student set realistic timeframes for accomplishing all three goals.

_____Student identified scheduling conflicts that will likely interfere with accomplishing goals.

_____Student developed realistic adjustments to make in order to manage conflicts.

_____Student planned out his or her week on the calendar and budgeted time to complete his or her goals.

Additional Comments:

PRINT INSTRUCTOR/TUTOR NAME **DATE**

INSTRUCTOR/TUTOR SIGNATURE