

Goal Setting & Time Management

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Academic & Career Services

The University of Winnipeg is in Treaty One territory and the land on which we gather is the traditional territory of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and the homeland of the Métis Nation. *We acknowledge that our water is sourced from Shoal Lake 40 First Nation.*



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Agenda

Where does your time go?

Scheduling

Prioritization

Procrastination

Goal Setting



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There are **168** hours in a
week.

Where does your time go?





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REFLECTION

What things do you do every
day or every week that take
up time?



Where does your time go?

<u>Activity</u>		<u>Hrs/week</u>
Sleep	7 x 8hrs =	56
Personal Hygiene	7 x 1hr =	7
Meals	7 x 1hrs =	7
Commuting to and from class	5 x 1hr =	5
Classes	5 x 3hrs =	15
Study Time	15 x 2hrs =	30
Work	5 x 4hrs =	20
Commuting to and from work	5 x 1hr =	5
Recreation/Fitness	6 x 1.5hrs =	9
Shopping and other errands	7 x 1hr =	7
Leisure	7 x 1hr =	7
TOTAL		168

Where does your time go?

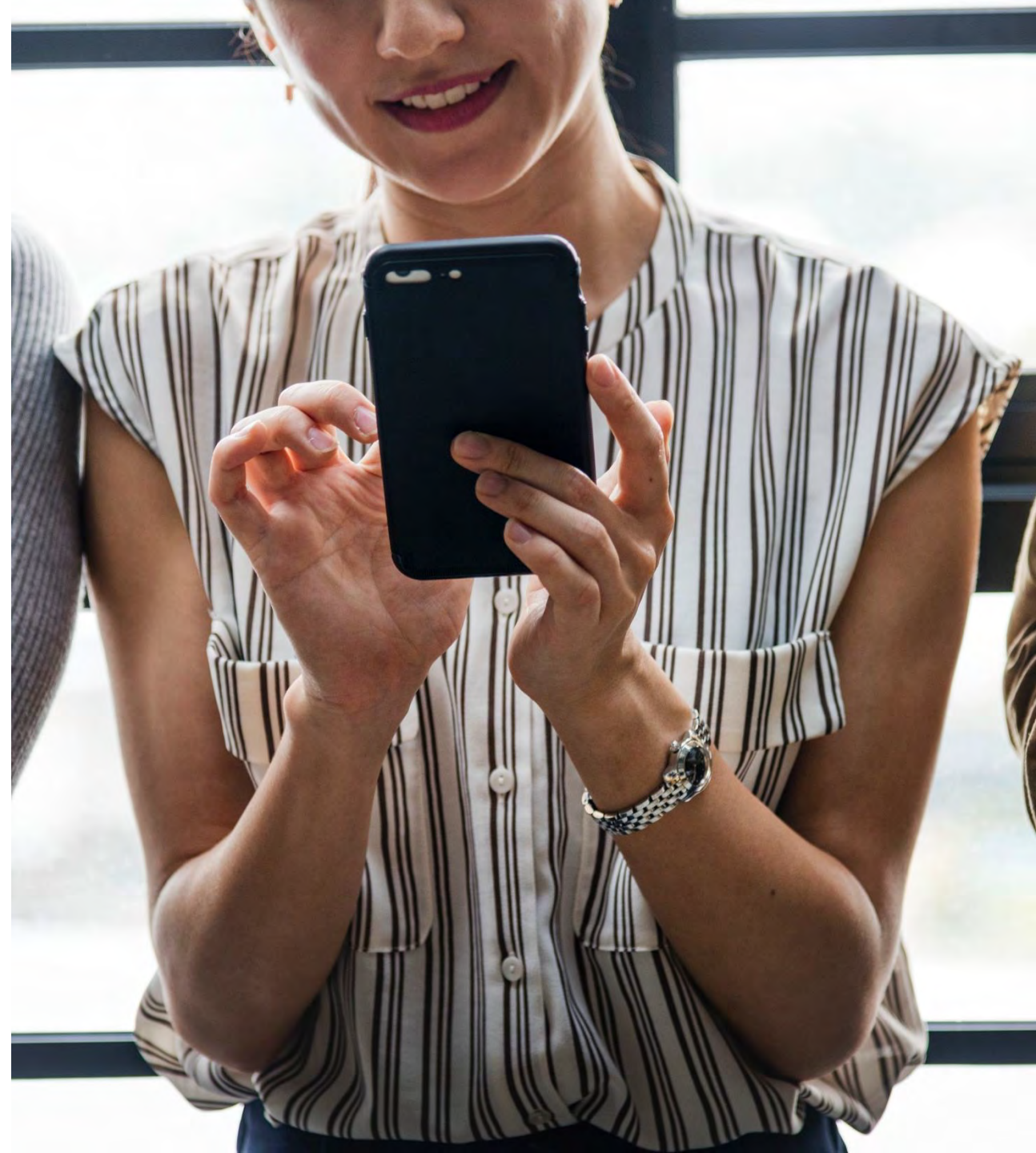
The average person spends 2-4 hours per day on their smart phone.

What about you?

Do you really know how much time you spend on your phone?

What are you not getting done?

Do you have any other time-devouring habits?



Make a schedule... and stick to it!



Weekly Planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 – 6:00							
6:00 – 7:00							
7:00 – 8:00							
8:00 – 9:00							
9:00 – 10:00							
10:00 – 11:00							
11:00 – 12:00							
12:00 – 1:00							
1:00 – 2:00							
2:00 – 3:00							
3:00 – 4:00							
4:00 – 5:00							
5:00 – 6:00							
6:00 – 7:00							
7:00 – 8:00							
8:00 – 9:00							
9:00 – 10:00							

Start with fixed events.

Add study time (2-3
hrs/1 hr of class).

Add time for exercise
and relaxation.

Check/revise weekly.



Weekly Planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 – 8:00							
8:00 – 9:00	CLASS		CLASS		CLASS		WORK
9:00 – 10:00				LAB			
10:00 – 11:00							
11:00 – 12:00							
12:00 – 1:00		CLASS		CLASS			
1:00 – 2:00							
2:00 – 3:00							
3:00 – 4:00							
4:00 – 5:00							
5:00 – 6:00	WORK		WORK				
6:00 – 7:00		CLASS					
7:00 – 8:00							
8:00 – 9:00							
9:00 – 10:00							

WORK

RHET 1105

HIST 1015

PSYC 2101

Start with fixed events.

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hrs/1 hr of class).

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and relaxation.

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Weekly Planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 – 8:00							
8:00 – 9:00	CLASS		CLASS		CLASS		WORK
9:00 – 10:00	STUDY	STUDY	STUDY	LAB		STUDY	
10:00 – 11:00					STUDY		
11:00 – 12:00	STUDY		STUDY		STUDY	STUDY	
12:00 – 1:00		CLASS		CLASS			
1:00 – 2:00	STUDY		STUDY		STUDY	STUDY	
2:00 – 3:00		STUDY		STUDY			
3:00 – 4:00	STUDY		STUDY				
4:00 – 5:00							
5:00 – 6:00	WORK		WORK				
6:00 – 7:00		CLASS					
7:00 – 8:00							
8:00 – 9:00							
9:00 – 10:00							

Start with fixed events.

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hrs/1 hr of class).

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and relaxation.

Check/revise weekly.

WORK

RHET 1105

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Term Planner

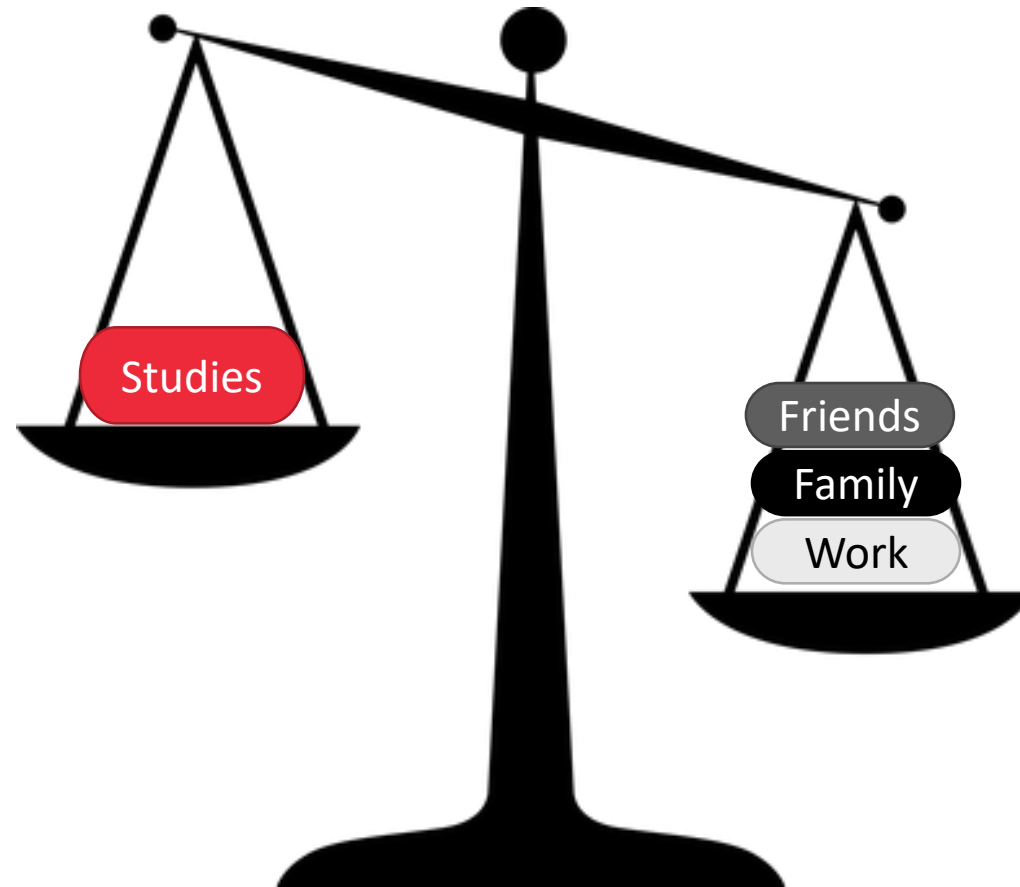
	Deadlines	Study Targets What you want to get done	Remember Events that may take up extra time
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			

Fill in your deadlines, add your study targets for each week (e.g. finish reading for essay 1, write first draft essay 2, prepare presentation etc).

Add other commitments that might take up extra time so you can plan for especially busy weeks.

Keep somewhere you can see it as a constant reminder!

Balancing Priorities



Balancing Priorities



Time Management Grid (Steven Covey)

Write down your tasks within this grid.

First do the things that are both urgent and important!

	Important	Unimportant
Urgent		
Not urgent		

Adapted from Stephen Covey (1989) The Seven Habits of Highly Effective People.

The ABC Method (Alan Lakein)

A – Must Do

B – Should Do

C – Nice to Do

Consider impacts and time sensitivity

Task	Deadline	Priority Level
English Final Essay	December 1	C
Philosophy Response Paper	October 2	A
Philosophy Test #2	October 15	B
Grocery Shopping	Soon	A
Cleaning House	September 27	B
Movie with Jav	This weekend	C
Read Ch. 15 for Political Science	September 28	A



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Procrastination



Why do we procrastinate?

Distractions

- Find a productive study space
- Create boundaries

No Plan

- Use a timetable
- Create a to-do list
- Set goals

Lack of Enjoyment

- Incorporate enjoyable activities
- Reward yourself for reaching goals

Feeling Overwhelmed

- Break it down
- 15-minute rule
- Ask for help

Fear of Failure

- Don't focus on perfection
- Ask for help

Prepare for the Obstacles

Plan for the unexpected

- Anticipate problems
- What resources are needed to overcome them?
- What obstacles have you faced in the past? What could you do differently in the future?

What can I go for help?

What if these tips don't work? What if I still feel overwhelmed, anxious, or "frozen"?

Please ask for help.

Student Wellness offers Counselling Services

EMAIL: studentwellness@uwinnipeg.ca



Goal-Setting

Short-term & Long-term goals

Long-term Goals

- Reflect where you see yourself in the future
- Think about what **you** want for your life
- Not necessarily time-bound
- Often require the completion of multiple short-term goals

- Examples include: getting a degree, finding a job, buying a house

Short-term goals

- Goals that can be completed within a defined timeframe
- Can be broken down into smaller objectives
- Often contribute to a long-term goal
- SMART

- Examples include: completing an assignment, learning a new skill, starting a book club

Benefits of Goal-Setting

- Show us where we are going
- Gives us steps to follow to get there
- Makes our short-term goals and tasks more meaningful
- Improves motivation



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SMART Goals

Specific

Measurable

Attainable*

Relevant

Time-Bound





	Goal	Is it SMART?	Tasks	Deadline	Completed	Reward
One	To pass my Calculus Final Exam	Yes	Schedule an appointment at the Tutoring Centre	Today	✓	A new pair of slippers <u>OR</u> A visit to the Riverwalk at the Forks
			Come up with a list of questions for the tutor	Sunday		
			Review my assignments	Sunday		
Two						
Three						

What happens when we **don't** meet our goals?

- It's okay
- You can always revise your goals or try again
- Even if you don't meet your stated goal, you will likely have accomplished something

For more information

Check out our website

<https://www.uwinnipeg.ca/study-skills>

OR

Student > Academic Advising > Study Skills Workshops

Make an appointment with a Student Success Advisor

Contact us:

studentsuccess@uwinnipeg.ca

Academic Coaches

- Meet with Student Success Coaches
- Learn/practice skills such as:
 - Assignment Outlines
 - Time Management
 - Exam Prep
 - Etc.
- Scan QR code and submit the Intake Form connect with a mentor

