



Goals and Priorities

Living Minutes Academy

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LivingMinutes.com

LM!



Goals and Priorities

- Why have goals and priorities?

- Goals

- Goal is the reason why we put effort forth

- Life : My goal is to be a great parent... to learn French... to be a Life Captain... etc.

- Work : My goal is to be an excellent teacher... to develop a new curriculum for... to eat lunch with colleagues instead of alone in my room... etc.

- Essential in self-esteem and feeling a sense of accomplishment; essential to being a Life Captain

- Priorities

- Priority is the degree of importance we give to a given goal

- Essential in organizing life and maintaining Life Harmony



Setting Goals

- Goals are used to maintain Life Harmony
 - Assess which areas need work
 - Social/family relationships
 - Career/educational aspirations
 - Money and personal finances
 - Physical health, leisure, recreation
 - Routine responsibilities of life
 - Contributing to society/giving back/volunteering
 - Mental/emotional/spiritual health
 - Explore different ways to address deficiencies
 - Create one or more goals from available options
 - Develop a deadline and time table for achieving the goal (more later)
- Goals must be:
 - **SMART: Specific, Measurable, Attainable, Relevant, Time-Bound**



Setting Priorities

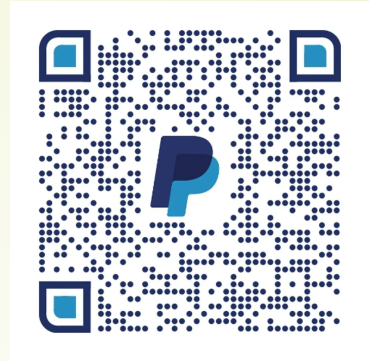
- Priorities allow us to manage our goals
- Priorities are based on desire and necessity
 - “I need to finish that spreadsheet by the end of the month...”
 - “I love to start an organic herb garden for the kitchen...”
 - It’s best to have at least one of each going on at any given time
 - But, necessity always trumps desire
- Divide your list of goals into two – those based on necessity and those based on desire
- Prioritize those two lists based on how important they are to “necessity” or “desire”
 - This NEEDS to be done before anything else...
 - I WANT to do this before anything else...
- Evaluate your work and personal schedules to determine how many goals you can accomplish, a deadline for each, and timelines
 - I usually set personal goals every 3-4 months, with that length of time in between goals being my timeline to achieve them, and work goals are done monthly



Deadlines and Timelines

- ▶ Your goals must have **deadlines**. This is, in part, the reason for priorities. If you can't achieve all of your goals in a given timeframe, which are the ones that you absolutely must have done?
- ▶ In order to meet your goals by a given deadline, it helps to outline a **timeline** for achieving your goal, with tangible, achievable milestones along the way.
 - ▶ For example, right now I'm beefing up my Norwegian.
 - ▶ First, **identify the goal**. I want to be at a B1 level by the end of the next four months.
 - ▶ Next, I need to **gather the tools** I'll use (I am using three different texts and one app; I augment these by watching tutorials on YouTube and TV shows/movies in Norwegian).
 - ▶ Now I want to **break it down**. Divide the books and app into four equal chunks, and then break those down further into four sections each (i.e., 16 weeks for 4 months). Completing each section is my achievable milestone.
 - ▶ I then want to **develop an approach**. I'll use 20 Living Minutes a day to review vocabulary, and do a 20-30 minute Mindful Moment each day to work on exercises from the books/app. I can do this after lunch, before work, or in the evening. I will designate each day to a certain activity : 5-10 minutes of App work followed by book 1 on Mondays and Tuesdays; book 2 on Wed/Thurs; book 3 on F/Sa; full 20 minutes of app work only on Sundays)

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- I have spent thousands of hours studying mindfulness and preparing all of this content
- I have paid a lot of my own money to attend courses and workshops, purchase books and equipment, maintain a website, publish books/guidebooks, and advertise these services
 - Contrary to popular belief, many college instructors do not make much money at all and student loan payments are often considerable
- To continue spreading the word and developing more courses, I need your help. Any amount is greatly appreciated. Thank you!



Your Mission



Set some goals...

- **Make a list of 5-10 goals you'd like to achieve both at work and in life over the next 6 months (i.e., 5-10 for life and 5-10 for work). Prioritize their importance. Develop a time table for each goal (goal, tools, break it down, approach). Record these in your Officer's Log.**