

SMART Goal Setting Template

What's the initial goal you have in mind?

Expand on this goal using the SMART attributes.

S	What do I want to achieve? Be precise.
Specific	

M	How will I know when I've reached my goal? What are the metrics and milestones I need to hit along the way?
Measurable	

A	What do I want to achieve? Be precise.
Achievable	

R	Why is this goal worthwhile? Does it support the wider team and my other responsibilities?
Relevant	

T	When do I want to achieve this goal? Write down a target date.
Timely	



Action Brainstorming Worksheet

INSTRUCTIONS: Use this worksheet to brainstorm new ideas to move you closer to a goal or habit change. Do your best to come up with the full 5 actions or behaviors - one for each box below - completing the worksheet in any order. Remember this is brainstorming, so just because you write it down doesn't mean you have to do it - we're just looking for potential ideas to move you forwards! To wrap up this exercise, circle the actions you like the look of - or **WILL** do!

Your Name: _____ Date: _____

What is your goal, why are you brainstorming actions? I want to _____

Thinking about your goal, what could you:

	STOP doing	Do LESS of	KEEP doing	Do MORE of	START doing
1					
2					
3					
4					
5					

Time Audit Worksheet

You only have 168 hours in each week!

Making sure you can fit all the things you want *and need* to do is one of the most important ways you can build a strong semester.

Consider the following...

- **Do you have a balanced life?**
It is important to have an appropriate balance between work, social time, sleep, class attendance, study time, and other responsibilities.
- **Where does your time go?**
Evaluating a typical week can help you efficiently manage your personal schedule.
- **Does your schedule match your priorities?**

Now, use those reflections to input the hours spent on each of the below activities during a typical week, then subtract them from 168. *Be honest!*

Total Hours in a week		168
Attending Class *	-	
Studying **	-	
Working	-	
Sleeping	-	
Travel Time (to/from work & school)	-	
Meals	-	
Cleaning/Laundry	-	
Getting Ready	-	
Family Time (in-person, virtual, etc.)	-	
Leisure/Well-being (TV, meditation, friends, etc.)	-	
Volunteer/Campus Activities	-	
Other _____	-	
Other _____	-	
Other _____	-	
TOTAL Remaining Hours (Free Time)	=	

* 1 hour of in-classroom time per 1-credit hour

** Independent student effort of **at least 2 hours per week for each credit hour** is expected to aid in successful completion of a course

Is your total negative?

You've scheduled yourself more time than what exists in a week!

How can you modify your current schedule to better accommodate school time?

Have you made sure you spending *enough* time taking care of your personal needs?

Visualize it!

Use the weekly planner on the next page to fill map out what you have included on this worksheet



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00AM						
7:00AM						
8:00AM						
9:00AM						
10:00AM						
11:00AM						
NOON						
1:00PM						
2:00PM						
3:00PM						
4:00PM						
5:00PM						
6:00PM						
7:00PM						
8:00PM						
9:00PM						
10:00PM						
11:00PM						
MIDNIGHT						
1:00AM						
2:00AM						
3:00AM						
4:00AM						
5:00AM						

CHOICES OF SUCCESSFUL STUDENTS	
SUCCESSFUL STUDENTS...	STRUGGLING STUDENTS...
1. ...ACCEPT SELF-RESPONSIBILITY, seeing themselves as the primary cause of their outcomes and experiences.	1. ...see themselves as Victims, believing that what happens to them is determined primarily by external forces such as fate, luck, and powerful others.
2.DISCOVER SELF-MOTIVATION, finding purpose in their lives by discovering personally meaningful goals and dreams.	2. ...have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.
3. ...MASTER SELF-MANAGEMENT, consistently planning and taking purposeful actions in pursuit of their goals and dreams.	3. ...seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to procrastinate.
4. ...EMPLOY INTERDEPENDENCE, building mutually supportive relationships that help them achieve their goals and dreams (while helping others to do the same).	4. ...are solitary, seldom requesting, even rejecting offers of assistance from those who could help.
5. ...GAIN SELF-AWARENESS, consciously employing behaviors, beliefs, and attitudes that keep them on course.	5. ...make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.
6. ...ADOPT LIFE-LONG LEARNING, finding valuable lessons and wisdom in nearly every experience they have.	6. ...resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.
7. ...DEVELOP EMOTIONAL INTELLIGENCE, effectively managing their emotions in support of their goals and dreams.	7. ...live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.
8. ...BELIEVE IN THEMSELVES, seeing themselves capable, lovable, and unconditionally worthy as human beings.	8. ...doubt their competence and personal value, feeling inadequate to create their desired outcomes and experiences

Timeline	Initiative	Process	Responsible Party	Outcome
Week 1	Introduction/Reminder of Connection	Email Message & SMS if possible	Academic Advisor	Students are introduced and/or reminded of who their advisor is
Week 2	Campus events/organizations	Notify students about events going on around campus or information relevant to them	Academic Advisor	Students can become more connected to campus/offices
Week 3	Remind students about college resources and encourage advising appointments when relevant	Send email/message with more details about Learning Assistance Programs and other resources available	Academic Advisor	Students start to feel comfortable with services
Week 4	One month check-in	Connect with students on how their first month has gone, ask about challenges	Academic Advisor	Maintaining a trusted relationship with your students
Week 5	2 nd round of events/organizations	Notify students about events going on around campus or information relevant to them	Academic Advisor	Students remain connected to campus/offices
Week 6	Academic advising reminder	Notify students of priority registration dates and advising appointment reminders	Academic Advisor	Students gain a better understanding of the semester timeline
Week 7	Registration opening reminders	Email students that registration is open	Academic Advisor	Students gain a better understanding of the semester timeline

Week 8	Mid-term reminders and positive vibes	Remind student of mid-terms and end words of encouragement	Academic Advisor	Maintaining a trusted relationship with your students
Week 9	Mid-term grades have posted	Provide instructions on how to check mid-term grades	Academic Advisor	Maintaining a trusted relationship with your students
Week 10	2nd half of semester check-in and upcoming events	Connect with your students to see how things are going and how they feel after mid-terms	Academic Advisor	Maintaining a trusted relationship with your students
Week 11	Resource Reminder	Reminder of campus resources available to them	Academic Advisor	Students remain connected to campus/offices
Week 12	Important Upcoming Dates	Reminders about last day to drop, graduation applications, etc.	Academic Advisor	Students gain a better understanding of the semester timeline
Week 13	Check-in	Message to students seeing how they are doing, remind them of their network	Academic Advisor	Maintaining a trusted relationship with your students
Week 14	End of Term Survey	Send End of Term Survey to collect data relevant to your institution's student success plans	Academic Advisor	Gather data needed to assess student success outcomes
Week 15	Finals Week and Good Luck!	Send information about upcoming finals schedule and wish them well!	Academic Advisor	Encourages students to finish strong