

TIME MANAGEMENT

IT'S IMPORTANT TO THINK ABOUT THE VARIOUS ROLES WE PLAY IN OUR LIVES. WE PLAY THE ROLES OF FRATERNITY BROTHER, STUDENT, NEW MEMBER, CO-WORKER, AND POSSIBLY, SON, BROTHER, UNCLE, TRAVELER, CHURCH MEMBER, TEAMMATE, ETC. IT MAY HELP US TO MANAGE OUR TIME BETTER IF WE HAVE VERY SPECIFIC GOALS FOR EACH ROLE THAT WE PLAY.



STUDENT



FRATERNITY MAN



WORK



SOCIAL EVENT



TRAVELER



PHILANTHROPY

DATED

All goals need to have a date associated with them (this semester, this month, this week, once a week, monthly, this year).

ACHIEVABLE

Goals need to be realistic and achievable within the time-frame you have set. (A new runner might decide to run a 5K instead of a marathon, to start).

POSITIVE

Set a goal around what you **WILL** do and not something that you will **NO LONGER** do (I will be smoke-free, rather than, I will not smoke).

PERSONAL

Make sure your goal is about **YOU**, and not something for someone else or that someone wants for you.

SPECIFIC

Goals should always state "how " you will achieve your goal (I will save 200.00 this year by making coffee at home instead of buying Starbucks).

USING THE 4 QUADRANT WORKSHEET, MAP OUT WHAT TYPES OF THINGS YOU ARE SPENDING YOUR TIME ON IN EACH QUADRANT TO DETERMINE WHAT IS MOST IMPORTANT AND URGENT. TRY TO THINK OF THIS IN THE CONTEXT OF ONE TYPICAL WEEK OF YOUR LIFE.