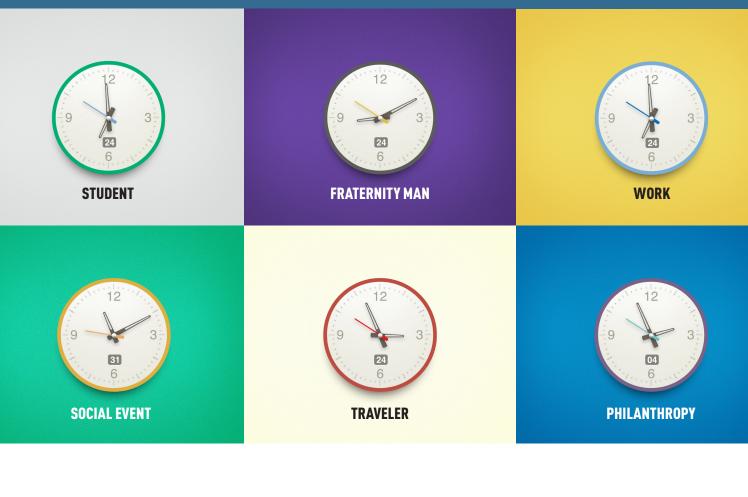
# TIME MANAGEMENT

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.



#### 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 timeframe you have set. ( A new runner might decide to run a 5K instead of a marathon, to start).

#### <u>POSITIVE</u>

Set a goal around what you WILL do and not something that you will NO LONGER do (I will be smokefree, 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.