



# Smart Goals + Effective Planning

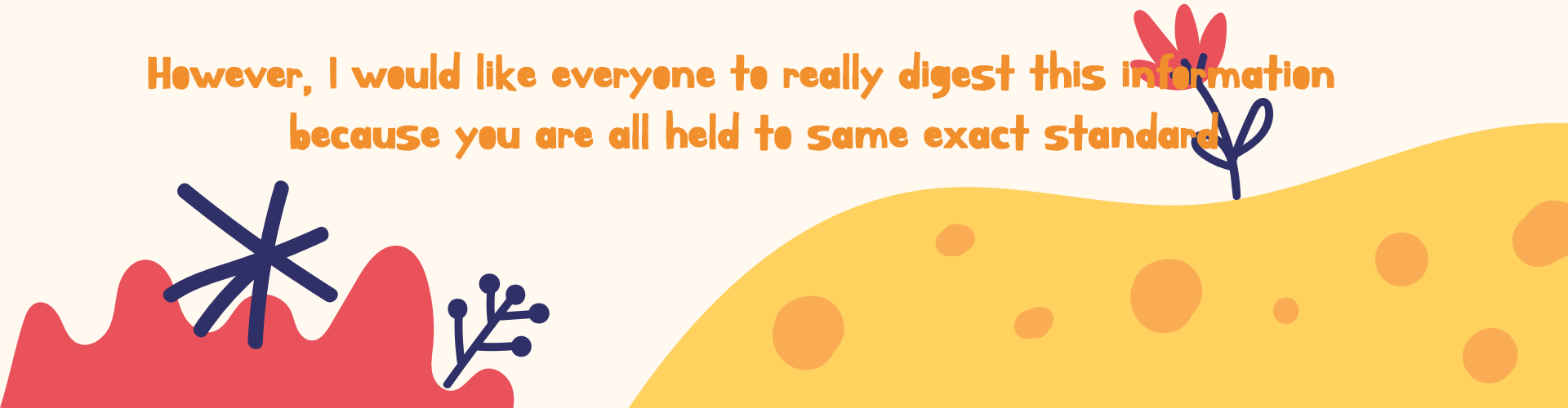
Student Leader Mentorship Training  
Fall 2021 - Nova Southeastern University  
Ashley Andersen

# MIDTERM CHECK-IN

Addressing concerns observed by both myself and the other members of the Leadership Team.

These concerns are not directed toward any one individual in particular, but may resonate with some of you more than other.

However, I would like everyone to really digest this information because you are all held to same exact standard



- **Accountability - Expectations and Responsibilities**
- **Communication & Mutual Respect**
- **Prudence & Professionalism - Knowing the Time/Place**



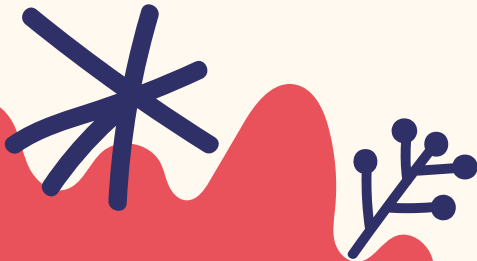
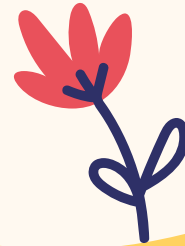
# SMART Goals Simplified

All information is from this article!  
We will not be reading it, but feel  
free to reference it if needed.

<https://www.mindtools.com/pages/article/smart-goals.htm>

## Specific

- What do I want to accomplish?
- Why is this goal important?
- Who is involved?
- Where is it located?
- Which resources or limits are involved?



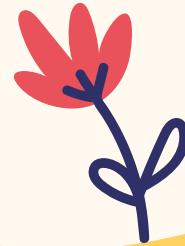
# SMART Goals Simplified

## Measurable

- How much?
- How many?
- How will I know when it is accomplished?

## Achievable

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?



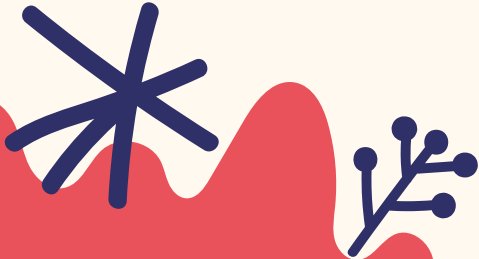
# SMART Goals Simplified

## Relevant

- Does this seem worthwhile?
- Is this the right time?
- Does this match our other efforts/needs?
- Am I the right person to reach this goal?
- Is it applicable to the current socio-economic environment?

## Time-Bound

- When?
- What can I do six months from now?
- What can I do six weeks from now?
- What can I do today?



- Now that you have an understanding of SMART Goals, please take about 7 minutes to develop your own relating to....
  - Your personal life
  - Your academics
  - Your work as a student leader
- Please add these goals to the google form
  - We will keep track of these goals throughout the semester within our one-on-ones

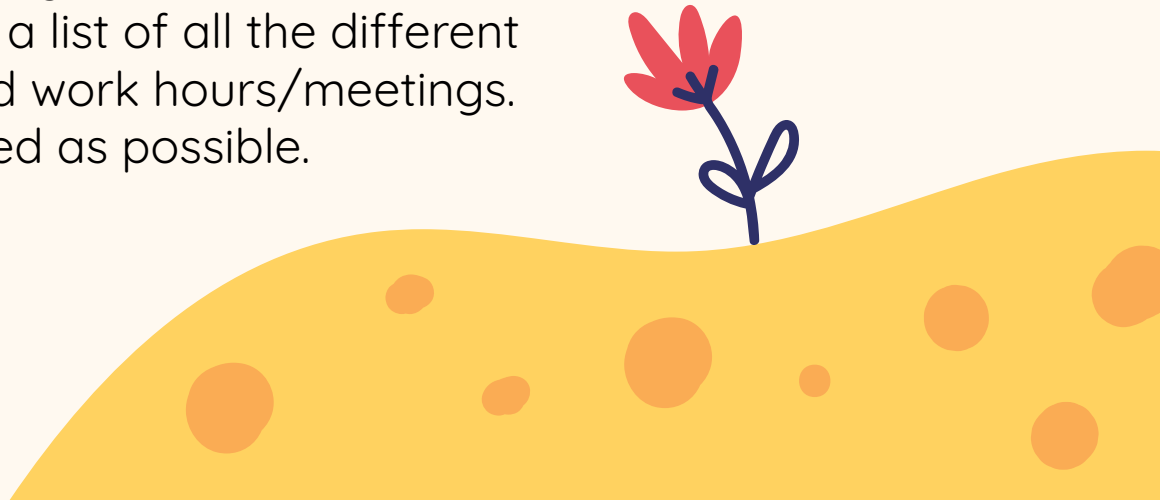
## Making Our Own Smart Goals

**As a group, we are going to come up with a collective SMART goal for our student leader team.**



# How do you plan effectively?

- As our recruitment season approaches, it's important to realize just how vital time management is.
  - Commitments in regard to work, academics, and organizations all require a certain balance to be equally and successfully executed .
- Take a minute to mull over your different responsibilities and make a list of all the different classes, organizations and work hours/meetings.
  - It should be as detailed as possible.



# Block Scheduling

- Block scheduling consists of charting out your day by the hour/half hour to demonstrate how much (or little) free time you have
- Some use it regularly, and some use it only for checking in with their schedule
- This can help to maximize use of time and effort when dealing with responsibilities, while also showing how much free time you truly have when you stick to a guided routine



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
8:00 AM								
8:30 AM	Office Hours	Office Hours		Office Hours				
9:00 AM								
9:30 AM								
10:00 AM						Office Hours		
10:30 AM								
11:00 AM		WRIT2400		WRIT2400	Office Hours			
11:30 AM								
12:00 PM								
12:30 PM	Staff Meeting							
1:00 PM	Office Hours	Training	Office Hours					
1:30 PM								
2:00 PM								
2:30 PM								
3:00 PM		SECE3210F		SECE3210F				
3:30 PM	Office Hours							
4:00 PM								
4:30 PM								
5:00 PM								

- Google sheets link
- There is a tab for each student leader, already formatted and ready for you to create a weekly schedule!
- The sheet entitled “ash-example’ is for you to follow as a guide
- As you input your responsibilities, the amount of free time you didn’t realize you had is quite visible
  - And if you don’t have a lot of free time, take this as a reminder that it’s okay to not do something during all hours of the day.

# Block Scheduling

# How can this be related to your role as a student leader?

- As recruitment season approaches, we will be up to our knees in tasks that need to get done, and working on Thursday/Friday/Saturday,
  - Because of this, it's important to be conscious of the use your time
- As a student leader you have a great deal of responsibilities (mentor group meetings, supplemental training, one-on-ones, and other events)
- Being involved is rewarding so long as you understand your limits
- In order to fulfill the role of a mentor, it's important that you set an example of the organization and time management expected from our staff as a whole.

