

# Trio Scholars

*Teamwork: Time and You*

...

---

Salvador Villalon

---

# My Story

# Three Things That Will Help You Succeed

---

- Three things I believe will help anyone succeed at University are:
  - Learn how to use Time Management Tools
    - Like the Passion Planner and Google Calendars
  - Realize Your Priorities
  - Creating Goals

# Why Make Goals?

---

A Goal is beneficial because:

- Makes you realize what to invest your time on
  - This one is really important!
- Helps you stay focused!

Let's Make Goals

# STEP 1: Set It High

---

- Going to set a timer for five minutes
- In this five minutes, write down **every single thing that comes to mind** (Be Specific as Possible, do not feel the need to be realistic)
- Think of it as **wish list describing your ideal life**. Ask yourself,

**IF I COULD BE ANYTHING, DO ANYTHING, OR  
HAVE ANYTHING, WHAT WOULD IT BE?**

# STEP 2: Prioritize

---

- Now go back and for each of the four sections, circle one goal that would have the **MOST POSITIVE IMPACT** on **YOUR LIFE**
- I will give you **one minute** to do this
- These are the **four goals that you are going to prioritize**

# STEP 3: Create the Plan

---

- Choose one of the four goals that you circled in Step 1 (if you do not know which one to pick, you can choose the 3 month section)
- I will give you **five minutes**
- Write down as many **necessary steps you must take or tasks needed to accomplish the goal**



# STEP 4: Be Specific

---

- Now be specific for each task. Indicate:
  - How much time will you give to complete the goal?
  - How many times per week?
  - By when will you finish?
    - **Example: I will dedicate 2 Hours every Tuesday and Thursday. I will finish by the end of Week 10.**

# STEP 5: Create a Timeline

---

- Look over each task
- Write the **number “1”** to the task that must be complete first
- Do the same for the rest until all tasks have been numbered.

# STEP 6: Make a Date!

---

- Now write the tasks that you create in the corresponding due dates in your weekly layout. **These will serve as checkpoints throughout the year.**

Goals are set!

Let's use the Passion Planner  
to accomplish our goals!

# REMEMBER

These **goals** will help you  
know where to **invest your**  
**time on!**

# Step 1: Priorities

---

- Realize your priorities and schedule time for them.
- Priorities may vary by person:
  - These are my priorities:
    - Classes
    - Work (such as Club Meetings)
    - Breakfast, Lunch, and Dinner
    - Homework
    - Sleep

# Step 1.1: Fill out Passion Planner with Priorities

---

- Write down the times for your given classes
- Time when you go to sleep
- Time when you eat (Breakfast, Lunch, Dinner)
- If you have a job or have club meetings include it as well

After this you will see many **different gaps, this is when you allocated time for your homework and studying!**

## Step 2: Let's add time for our goals!

---

- Now let's add time to our goals!
- For example,
  - I want to improve my Web Development Skills so I dedicate one hour and 30 minutes every Tuesday's and Thursday's to learn
- Try it with your own goals!
- If you cannot find a free space, move things around!



## VAL TO-DO LIST

8

MONDAY

9

TUESDAY

10

Goodnight :-

Goodnight ☺

Goodnight 😊

WEDNESDAY



THE  
S

THURSDAY

FRIDAY

12

SATURDAY

Goodnight :-

10:30 Goodnight :-  
GRACE OF INFIN

10:30 Goodnight :)

10:30 Gooding

## WORK TO-DO LIST

SPACE OF INFINITE POSSIBILITY

# THANK YOU!

---



If you need help, contact me:

- Email: [salvavil@uci.edu](mailto:salvavil@uci.edu)
- Phone: (760) 335 - 8201