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
 - o 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 I (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:
 - Our How much time will you give to complete the goal?
 - O How many times per week?
 - O 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 "I" 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 a 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

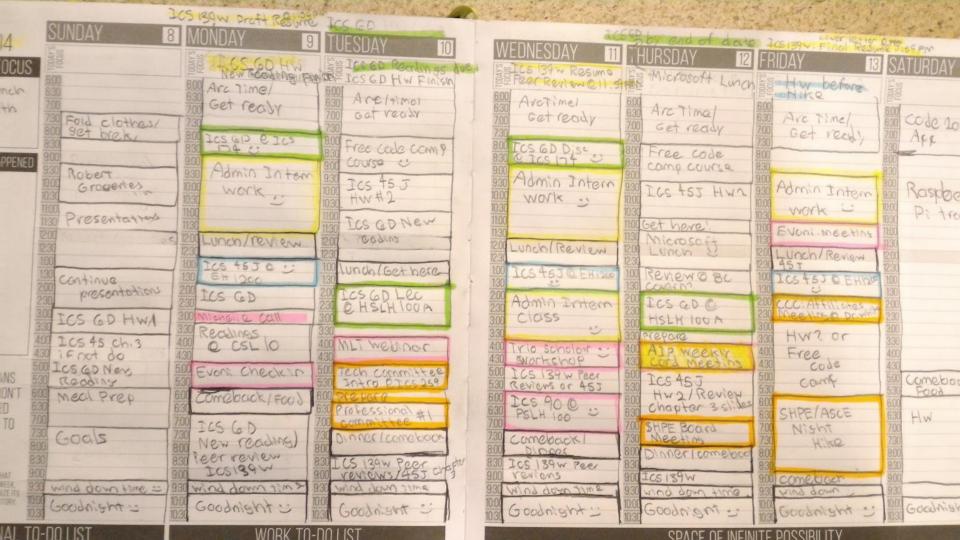
Step 1.1: Fill out Passion Planner with Priorities

- 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!



THANK YOU!



If you need help, contact me:

- Email: salvav l@uci.edu
 - Phone: (760) 335 8201