

# *Goal Setting for the End of the Semester*

Virtual Academic Strategies Workshops - Fall 2021

Amanda Brown, Academic Support Services Coordinator

Jaclyn Lo, Head Peer Mentor

# *Introductions & Welcome!*

---

“

*What makes you feel successful?*

*Feel free to raise your hand and share verbally or post in the chat box!*

*Workshop GOAL:*

*to help YOU have a  
successful conclusion to the  
Fall 2021 semester through  
goal setting and focusing on  
positive mindset*



# Roadmap for Today's Workshop

Part 1:  
Goal Creation



Part 3:  
Tips on Keeping a  
Positive Mindset



Part 2:  
How to Set Yourself  
Up for Success and  
Achieving Your Goals



Part 3 (con't):  
Tips on Giving  
Yourself Grace In the  
Final Weeks of the  
Semester



*Part 1:  
Goal Creation*

1

## *Goal Development*

- ❑ Before you can reach a goal, you must set a goal
  - ❑ Important to take the time to thoroughly consider all the components that are required to help you achieve a goal
  - ❑ Strategizing for success is an easy process
    - ❑ Doesn't take a long time to do
    - ❑ Helps you have a much clearer idea of what you want and how you're going to make it happen

## *Steps for Developing a Goal*

- ❑ Keep it simple
  - ❑ Define the goal as clearly as possible
  - ❑ When you don't know exactly what you want, it can take more time/energy than necessary to achieve it



## *Steps for Developing a Goal*

- ❑ Break it into smaller steps
  - ❑ Small steps are helpful because they're manageable, require less stress on your part, and allow you to see the progress you're making toward your goal
  - ❑ When breaking down a goal into smaller steps and then achieving that small step, we FEEL more successful because we can see our big goal/vision is falling into place

## *Steps for Developing a Goal*

- ❑ Choose a starting point
  - ❑ When will you start working on your goal?
    - ❑ Clarifies how much of a priority the goal is for you
  - ❑ Life is about choices, and everyone is responsible for the quality of their own life.
    - ❑ More choices mean more opportunities for success

## *Steps for Developing a Goal*

- ❑ Redefine the goal
  - ❑ Might have been unrealistic because you lacked the resources to achieve it, it wasn't that important to you, or you learned new things that require you to adapt the goal to your new outlook
  - ❑ Redefining a goal is related to personal growth → you're not failing if you need to make an adjustment to a goal

## *Steps for Developing a Goal*

- ❑ Act on your goal
  - ❑ Accomplishing steps toward your goal will reinforce positive self-esteem
    - ❑ More choices means more opportunities for success (**reminder**)
    - ❑ When you do things in “bite-sized” chunks, you feel more successful (**reminder**)

## *SMART Goals*

- ❑ When you create a smart goal, you're being strategic at your goal creation
- ❑ SMART stands for: Specific, Measurable, Achievable, Realistic, and Time-Framed.

## *SMART Goals*

- ❑ **Specific** - Make the goal as specific as possible so that you can know whether you've reached it goal after the fact
  - ❑ If you didn't achieve your goal, you may have not had enough motivation to reach it or you didn't know what you were striving to reach
  - ❑ Ask yourself: "how will I know if and when I have achieved my goal?"

## *SMART Goals*

- ❑ **Measurable** - you want to make your goals measurable because then it is easier for you to track your progress.
  - ❑ Ask yourself: "How can I tell the goal has been reached? What are the criteria?"

## *SMART Goals*

- ❑ **Achievable** - everything within reason is achievable, but sometimes things might take a little longer for you to get there.
- ❑ Build confidence in your goals by breaking down a bigger goal into mini-goals. It feels more reasonable and achievable to your brain, and you'll be motivated to do the work to achieve them.
- ❑ Ask yourself: "How can I set myself up for success? Will this plan work for me? Is there room for me to alter the plan, if needed?"



## *SMART Goals*

- ❑ **Realistic** – again, everything is realistic within reason, but sometimes things might take a little longer to get there.
  - ❑ You can be a big thinker with a huge goal! It's important to remember your own capabilities and current abilities. If you don't have the skills to do something, be patient with yourself and create mini-goals to build up to achieve a really big goal.
  - ❑ Ask yourself: "Do I have the ability to do this now? Am I committed to making this goal my reality? Am I doing what it takes? Am I willing to adjust my goals along the way to make them more realistic?"

## SMART Goals

- ❑ **Time-framed or time-based** -- Having a set amount of time to achieve a goal gives you the structure your mind needs to help you to achieve it.
  - ❑ For a goal to be effective, you want to have a sense of urgency. (Note: not “panic”)
  - ❑ That means you know that you have a certain amount of time to accomplish it.
- ❑ Ask yourself: “Am I setting myself up for success here? Do I have enough time to accomplish what I want to do? Or, am I giving myself too much time when I know I can get it done more quickly?”

## *SMART Goals*

- ☐ And my number one tip for setting a goal?
  - ☐ Rate your motivation on a scale from 1 to 10, with a 1 being “ehh whatever” if you don't succeed and 10 being a “I'm 100% in now; I'm ready to get this done; I want to do this! I'm willing to try anything!”
    - ☐ 7+: more likely to accomplish your goal → willing to do the work to get it done.
    - ☐ 6-: goal isn't really important → less likely to follow through on what needs to be done to be successful.

*Part 2:  
How to Set Yourself Up for  
Success and Achieving Your  
Goals*

2

“

*What works for you? Do you use certain strategies/practices to set yourself up for success?*

*Feel free to raise your hand and share verbally or post in the chat box!*

## *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Not an exhaustive list on how to help yourself feel successful
- ❑ Some simple tricks you can use to make your room as distraction-free as you can while you study

# Setting Yourself Up for Success & Achieving Your Goals

- ❑ *Location:*
- ❑ Study at your desk, not your bed.
  - ❑ Your bed is for relaxation and sleep, not for studying.
  - ❑ If you study in your bed, you're more likely to reach for the phone, watch tv, etc.

# Setting Yourself Up for Success & Achieving Your Goals

- ❑ *Technology:*
- ❑ Put your phone on airplane mode while you're studying
  - ❑ Limit social media distraction by putting your phone on airplane mode.
  - ❑ You'll still be able to use many of the functions (such as the alarms and timers) while studying without being tempted to jump onto social media.



## *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Do you need background noise while you study?
  - ❑ Instead of listening to your favorite artist or putting the TV on in the background, try listening to instrumental music (like classical) or ambient noises (like white noise, ocean waves, birds chirping, etc).
  - ❑ If you listen to your favorite songs or a show/movie, you may find yourself suddenly singing or engaged in the show or movie and NOT focused on your studying.

## *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ If you don't need background noise or to use your electronics at all while studying or doing an assignment:
  - ❑ Turn off the phone/computer/gaming systems
  - ❑ Unplug tvs/radios/etc
  - ❑ Put away smaller devices (like phones in drawers or laptops in a bag) or cover up larger devices (like TVs or gaming units)

# Setting Yourself Up for Success & Achieving Your Goals

- ❑ *Prioritization/Scheduling:*
- ❑ Review what you need to do and when you need to do it
- ❑ Create a schedule that fits your priorities, goals, and needs

# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Scheduling tips:
  - ❑ Review your syllabi/notes/etc to make a note of all the assignments/exams/etc you have to do and their due dates
  - ❑ Use your Outlook calendar, a paper calendar, planner, or your phone's calendar
  - ❑ Add ALL due dates/assignments into your calendar (can color coordinate if helpful!)
  - ❑ Review what you need to do and prioritize

# *Setting Yourself Up for Success & Achieving Your Goals*

- ☐ Priority List:
  - ☐ Create a priority list for each day
    - ☐ Priority Lists help you define what is most important for you to get done that day, so you don't overextend yourself
    - ☐ reframe of to-do list, so your brain interprets it as being more urgent for you to complete it

## *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ When you focus on a few things at a time for each day, it can feel less overwhelming than everything as a whole
- ❑ Include priorities that are not school-related, because you want to make sure that you prioritize all the parts of your life, not just work
- ❑ Create a reward system for yourself!
  - ❑ Your brain will associate the reward + happy feelings of accomplishment with “getting things done”

# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Block Scheduling Tips:
  - ❑ Batching similar types of activities together on a specific day or specific time of day each week
    - ❑ It takes about 20 minutes before your brain can fully focus on a new task.
    - ❑ Hopping from task to task or subject to subject without allowing your brain to make that mental shift leads to limited productivity and effectiveness.

# *Setting Yourself Up for Success & Achieving Your Goals*

- ☐ Use your calendar to fill in your blocks of time
  - ☐ Add classes/work/regular commitments into your schedule so you know what periods of time are unavailable for making time for your priorities each day
  - ☐ Add your enjoyable activities into your calendar!
  - ☐ Add study breaks into your calendar
    - ☐ Especially important when you're switching between activities/subjects



# Setting Yourself Up for Success & Achieving Your Goals

- ❑ *Campus Resources:*
- ❑ Utilize campus resources
  - ❑ Appointments with Deans / Walk-ins
  - ❑ Writing Center
  - ❑ Peer mentors & Peer Tutors
  - ❑ Walk-ins for professors / TAs & Major or minor advisors
  - ❑ Accountability buddies & Study sessions with classmates
  - ❑ health/wellness center appointments / group workshops / app

*Part 3:*

*Tips on Keeping a Positive  
Mindset & Giving Yourself  
Grace In the Final Weeks of  
the Semester*

3

# Setting Yourself Up for Success & Achieving Your Goals

- ❑ *Stress Management*
- ❑ Not all stress is BAD
  - ❑ Stress is how you respond to the pressure or urgency of something
    - ❑ These aren't bad things → it is the meaning that you attach to them that makes them good or bad

# Setting Yourself Up for Success & Achieving Your Goals

- ☐ Positive stress:
  - ☐ Is short term
  - ☐ Motivates you
  - ☐ May feel exciting
  - ☐ Improves productivity and performance
  - ☐ Is pleasant
  - ☐ Is beneficial
- ☐ Is important to your physical and mental fitness
- ☐ Focuses your energy
- ☐ Sharpens your mind
- ☐ Helps you identify the areas where improvements can/should/may need to be made

# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Negative Stress aka DIStress:
  - ❑ Can be harmful → especially if it is long term
  - ❑ Drains your energy reserves
  - ❑ Suppresses the immune system
  - ❑ Can cause mental, emotional, and physical symptoms, such as anxiety/depression symptoms
  - ❑ Builds over time instead of diminishing
  - ❑ Can change the way people think

# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Stress is felt by everyone
  - ❑ It is a natural part of everyone's lives → no way to NOT experience stress
    - ❑ Burnout, overwhelm, and other negative mental/emotional and physical symptoms can happen when we don't find a healthy way to manage stress

# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ *Self-Care*
- ❑ Self-care looks differently for everyone
- ❑ It's important to experiment on what works for you so that you can release your stress in healthy ways

# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Taking breaks are important
  - ❑ Your focus shouldn't solely be focused on classes, assignments, and work
  - ❑ It's important to fill your life with things that make you happy, too → that you enjoy doing → you'll fill up your energy reserves so that you can focus on things that aren't as "fun" for you that need to get done



# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ It's okay to mess up or not do everything perfectly all the time →
  - ❑ Sometimes things happen that throws us off, and it's important for us to have the resiliency to adapt
    - ❑ Sometimes that means utilizing resources and asking for help
    - ❑ Other times, it means being able to refine our goals to fit our current circumstances

## *Setting Yourself Up for Success & Achieving Your Goals*

- ▣ Practicing a variety of self-care activities will help you find the motivation and energy that is necessary for you to adapt and adjust and to help you release any stress that you experience
- ▣ Meditation, journaling, visualization, hanging out with friends, going to club activities, going to the gym, going to support groups hosted by the health and wellness center, getting therapy from on- or off-campus therapists, art, playing instruments, dancing, listening to music, writing, reading, etc

“

*What works for you? Do you use certain strategies/practices to set yourself up for success?*

*Feel free to raise your hand and share verbally or post in the chat box!*

# Setting Yourself Up for Success & Achieving Your Goals

- ❑ *Top Keys for Success*
- ❑ **Sleep well** -- getting enough sleep is crucial for your brain and body to function well
  - ❑ Shoot for 8 to 10 hours of sleep as often as you can
- ❑ **Eat right** -- healthy and balanced meals give your mind/body energy to work well throughout the day
  - ❑ Take extra time and effort to make sure that your eating enough of everything you need
  - ❑ Eat a variety of foods

## *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Review notes/readings every day -- reviewing notes from your classes every evening and/or before the next class will help you be ready for any tests/quizzes you may have and help you stay on track of assignments
- ❑ **Get involved** -- join clubs or sports, go to games/etc with friends, go to activities hosted by different departments around the college → it will open you up to the different things that the college has to offer, allows you to meet a variety of people across the campus, and it can be a great way to add those “breaks” into your schedule

## *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ **Ask for help** -- whether it is academic, social, or emotional help, there are peer, staff, and faculty supports available to you that are ready and willing to help you stay on track when you need it
- ❑ **Stay organized** -- staying organized will help you stay on track, hand in assignments when they're due, and do better in your classes
  - ❑ Many ways to stay organized: planners, writing down assignment due dates, color coordination, decluttering your space, putting things away in the same spot every time so you know where you can find it again, etc.

# *Setting Yourself Up for Success & Achieving Your Goals*

- ❑ Take SMART risks -- college is a great time for you to figure out who you are and what you want to do with your life
- ❑ Try new activities, take a variety of classes (really utilize your electives!), join new clubs, meet new people, etc

“

*What was one AHA moment or insight that you gained from this discussion that you can take with you as you move forward?*

*Feel free to raise your hand and share verbally or post in the chat box!*



“

*And, based on our conversation today, what is one thing that you can commit to over the next 7 days that will move you even just 1% closer to your goals? Feel free to raise your hand and share verbally or post in the chat box!*



# *Thanks!*

**Any questions?**

Contact Us:

Amanda Brown

[abrown09@brynmawr.edu](mailto:abrown09@brynmawr.edu)

Jaclyn Lo

[jlo@brynmawr.edu](mailto:jlo@brynmawr.edu)

## *Next Steps:*

- ☒ Dear Future Me
  - ☒ November 19<sup>th</sup> from 4:30 PM – 6:00 PM
  - ☒ Write letters to your future self! Write down your goals to help keep yourself motivated as the end of the semester nears. We will be joined by Academic Support Service Coordinator Amanda Brown from the Undergraduate Dean's Office to help us set goals. Snacks will be provided.
- ☒ Mood Management Workshops (event page linked)
  - ☒ Tuesdays 3-4PM, starting next week!
  - ☒ Mood Management is a three-part workshop intended to increase your understanding of emotions and develop strategies to help you cope when your emotions become distressing and hard to tolerate. Please email Hilary Hla, Psy.D. at [HHLA@brynmawr.edu](mailto:HHLA@brynmawr.edu) to inquire and/or register.