

*The bad news is that time flies.
The good news is that you are the pilot.*

Michael Altshuler

Module Two: Setting SMART Goals



Goal setting is critical to effective time management strategies. It is the single most important life skill that, unfortunately, most people never learn how to do properly. Goal setting can be used in every single area of your life, including financial, physical, personal development, relationships, or even spiritual. According to Brian Tracy's book *Goals*, fewer than 3% of people have clear, written goals, and a plan for getting there. Setting goals puts you ahead of the pack!

Some people blame everything that goes wrong in their life on something or someone else. They take the role of a victim and they give all their power and control away. Successful people instead dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events. Live in the present; the past cannot be changed, and the future is the direct result of what you do right now!

The Three P's



Setting meaningful, long-term goals is a giant step toward achieving your dreams. In turn, setting and achieving short-term goals can help you accomplish the tasks you'll need to achieve the long-term ones. It is also important to make sure that all of your goals unleash the power of the three P's:

- **POSITIVE:** Who could get fired up about a goal such as "Find a career that's not boring"? Goals should be phrased positively, so they help you feel good about yourself and what you're trying to accomplish. A better alternative might be this: "Enroll in pre-law classes so I can help people with legal problems someday."
- **PERSONAL:** Goals must be personal. They must reflect your own dreams and values, not those of friends, family, or the media. When crafting your goal statement, always use the word "I" in the sentence to brand it as your own. When your goals are personal, you'll be more motivated to succeed and take greater pride in your accomplishments.
- **POSSIBLE:** When setting goals, be sure to consider what's possible and within your control. Getting into an Ivy League university may be possible if you are earning good grades but unrealistic if you're struggling. In the latter case, a more reasonable goal might be to attend a



Instructor Guide Or Facilitator Guide

Tobias Bleicker



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Resources in Education ,1985 *Facilitator's Guide to Diversity in the Classroom* Amalia Mesa-Bains,1994 A companion volume to *Diversity in the Classroom* this guide presents 13 cases designed to help individuals and groups reflect on teaching Specifically it offers the information needed to use these cases in structured professional development experiences

Instructor's Guide Adler,2000-07 **Train-the-trainer** Karen Lawson,1998 **Instructor's Peer-to-peer Learning Guide for the Army Reconnaissance Course** William Cooper,2010 Expanding Options: -[9] Facilitators' guides : [2] Facilitators' guide : Administrator workshop ; [3] Facilitators' guide : Counselor workshop ; [4] Facilitators' guide : Elementary teacher workshop ; [5] Facilitators' guide : Secondary teacher workshop ; [6] Facilitators' guide : Student leader workshop ; [7] Facilitators' guide : Student workshop ; [8] Facilitators' guide : Support staff workshop ; [9] Facilitators' guide : Parent workshop Center for Studies of the Person (San Diego, Calif.),1984 **Energize Your Audience!** Lorraine L. Ukens,2000-02-07 Get em started and keep em going quick Choose from the 75 hands on activities in this book to Raise the comfort level of your participants Jumpstart a training session Energize a presentation Stimulate group discussion The key word here is quick While there are tons of books containing icebreakers and energizers many of the activities are too involved for the limited time available This book solves that problem A great way to get your session off to an active start is by adding *Energize Your Audience* to your bookshelf Lorraine Ukens has that special knack of writing exercises that immediately capture and energize your audience And isn t that what you want in an icebreaker Steve Sugar coauthor *Games That Teach Teams Energize your audience Easy to say and hard to do* This is a great resource to help deliver your message by capturing participants attention so you can be heard Ed Rose author *50 Ways To Teach Your Learner and Presenting and Training with Magic Energize Your Audience* is a treasure trove of energizing creative and easy to facilitate activities Guaranteed to delight motivate and engage any training group this collection is a must have on every trainer s bookshelf Karen Lawson CSP Lawson Consulting Group Inc All of these exercises are reproducible and can be easily facilitated in 15 minutes or less leaving most of your valuable time to focus on the topic of the training session Keep your participants alert and actively engaged in the learning process with the help of this invaluable resource **Leading Across Differences Facilitator's Guide Set** Kelly Hannum,Belinda B. McFeeters,Lize Booysen,2010-04-12 Making the Case for Leading Across Differences Despite the growing challenges and opportunities created by our interconnected world many leaders do not know how to handle situations in which there are misunderstandings or conflicts rooted in differences especially differences steeped in social identities such as gender religion race ethnicity and country of origin Filled with practical relevant and usable information *Leading Across Differences* includes a wealth of illustrative examples for learning what it takes to lead a wide range and diverse group of constituents This Facilitator s Guide provides information on how to create and facilitate a session based on the accompanying Casebook It also includes group debriefing suggestions as well as additional exercises

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Ukens,1999-06-11 Offers sixty innovative enjoyable and effective activities designed to make learning unforgettable

Course Development Guidelines ,2003 This publication has been prepared to attain consistency and quality in the process of developing instruction and related materials POST certifies thousands of courses annually these courses are developed and offered by hundreds of presenters Experience has revealed that trainers and presenters vary widely in their course development expertise and in their products These guidelines are a significant step forward in establishing a standard for course development The guidelines conform to the standard instructional systems design ISD process used to develop quality instruction in industry the military business and government These guidelines are dynamic and will accommodate different styles of learning and different learning theories **What Great Teachers Do Differently Facilitator's Guide**

Todd Whitaker,2016-05-13 Written to accompany the second edition DVD of Todd Whitaker s best selling title *What Great Teachers Do Differently* this facilitator s guide is a practical resource for teacher workshops study groups PLCs and school improvement teams It features thoughtful discussion questions to help educators reflect on and apply the concepts from the DVD to their own schools or classrooms **The Teacher's Guide to Leading Student-Centered Discussions** Michael S.

Hale,Elizabeth A. City,2006-04-05 Engage and enlighten students by skillfully guiding them through thought provoking classroom discussions using these straightforward strategies Management by Japanese Systems Sang M. Lee,Gary

Schwendiman,1982 *Resources in Vocational Education* ,1980 **Proceedings - Systems Engineering Conference** ,1976 *Government Reports Announcements & Index* ,1996-08 **Employment Safety and Health Guide** ,2004

Includes original text of the Occupational safety and health act of 1970 **Film & Video Finder** ,1997 **Audiovisual Resources for Family Programming** Barbara A. Jordan,Noreen Stackpole,Suffolk Family Education Clearinghouse,1995 Includes more than 1 700 videotapes games kits and audiocassettes plus workshop and program curricula

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