

*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



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