



Goal setting & time management

Session Outline

- Who am I?
- Goal setting
- Time management
- Debate time



What are five of your greatest strengths?

Are you using all five of those strengths in your life today?

If so, when?

If not, why not?

What are three of your greatest weaknesses?

Which of those three are causing the most trouble in your life today?

Does this cause problems for you or for others?

In what specific ways would your life change if this weakness didn't exist?

What two personal accomplishments fill you with the greatest sense of pride?

How often do you think about these accomplishments?

Which of your skills or talents give you the greatest sense of pride?

What are the top three activities that you love to do?

How often do you do them?

If you would like to do them more often, what is stopping you?

What are three specific situations where you feel the happiest?

What are some of the core components of those situations?

How often do these situations happen in your life?

What specific changes could you make to have these situations happen more frequently?

What are three things you believe you need in order to have a great life?

Why are those three things significant to you?

Do you believe you can have those three things now?

Why or why not?

Who do you admire?

STEP 1: Write down every person whom you admire and respect.

STEP 2: Write the characteristics or qualities you like about that person.

STEP 3: Go through the list of qualities and compile them into a condensed list.

STEP 4: Answer the following questions...

Which of those qualities do you already possess?

What is one quality you like to develop to greater degree?

What is one small action step you could take to develop that quality more in yourself?

Goal settings

Are you...

S M A R T ?

Goal settings

S

Specific

**What, Where
How?**

A specific goal is distinct & defines as much of the goal as possible and contains no ambiguous language

M

Measurable

From and To

A measurement gives feedback and let's one know when the goal is complete.

A

Assignable

Who?

Goals must be assignable to individuals or groups

R

Realistic

Feasible?

Realistic goals are challenging yet attainable within the given timeframe

T

Time-Based

When?

Timeframe must be aggressive yet realistic

