

>Welcome

# AGENDA

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# SMART GOALS



# SMART GOALS

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S

M

A

R

T



Specific



Measurable



Attainable



Relevant



Time Based

# EXAMPLE: Improving your English skills

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**S** I want to improve my **vocabulary**.

**M** I want to improve my vocabulary **within the topic “work life”**.

**A** I will learn **new words in portions of 10 words three times a week**.

**R** Improving my vocabulary within this topic will be **really helpful in my future**.

**T** I want to improve my vocabulary **until May 1<sup>st</sup>**.

# ACTIVITY: SMART GOALS

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- Focus on **ONE** goal that you have in life
- Write it down in a **SMART** way



# TIME MANAGE- MENT



# pro·cras·ti·na·tion

/prəˌkrastəˈnāʃhən,prō-/ 

*noun*

1. the action of delaying or postponing something.  
"your first tip is to avoid procrastination"

## PROCRASTINATION

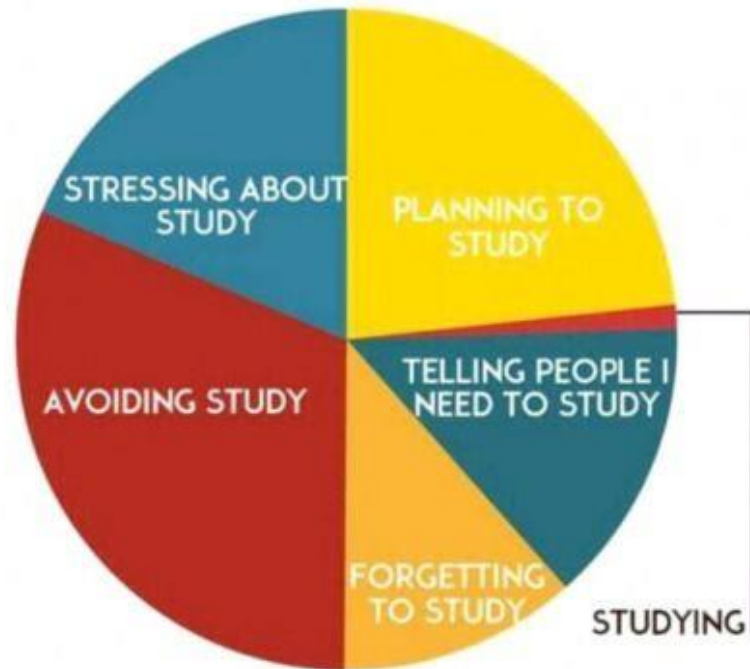
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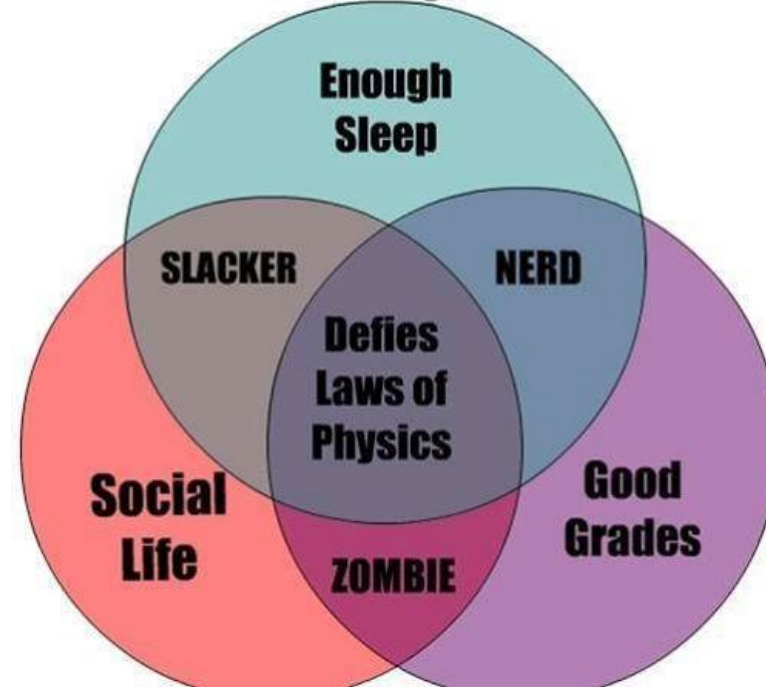
# TIME MANAGEMENT

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## MY STUDY



## Life of a College Student

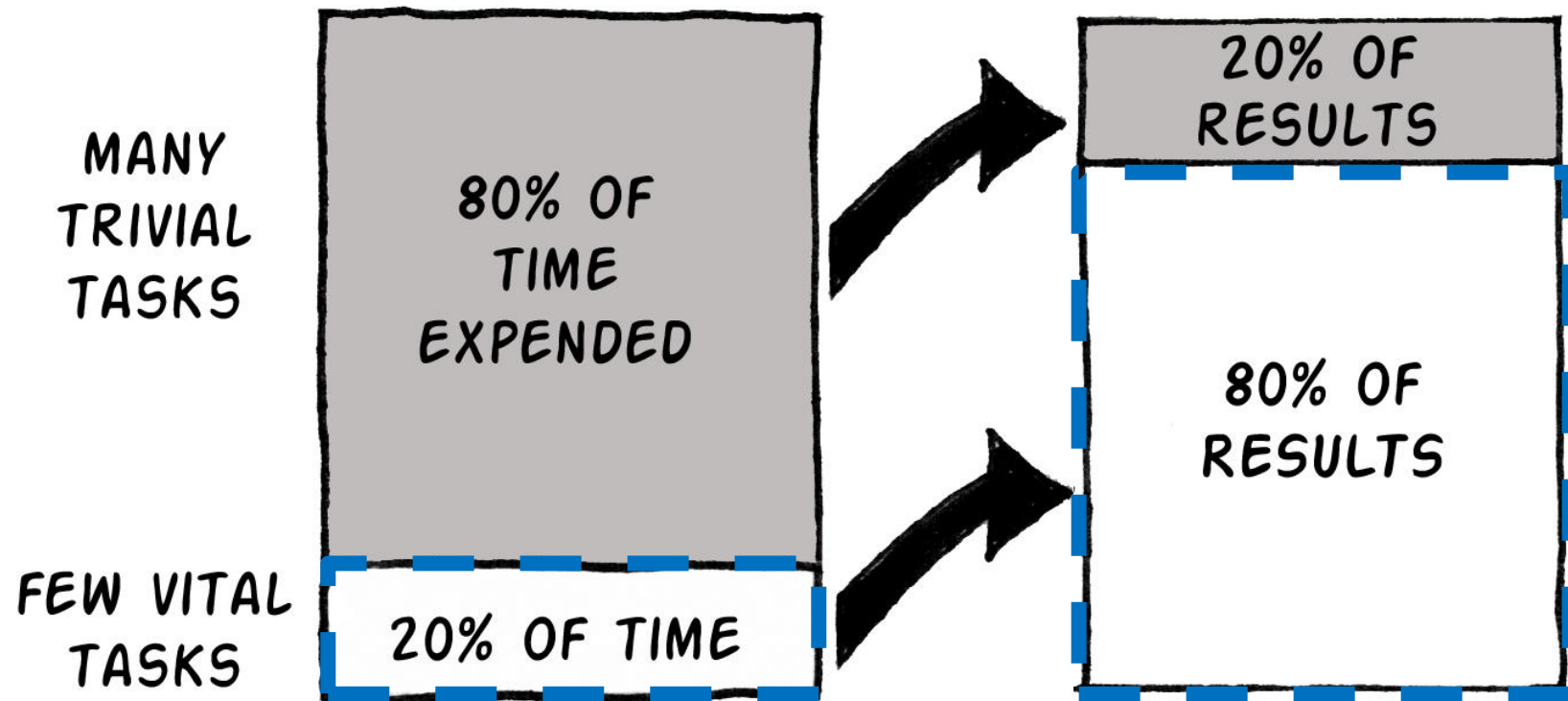


# HOURS IN A DAY



# 80/20 PRINCIPLE

by PARETO





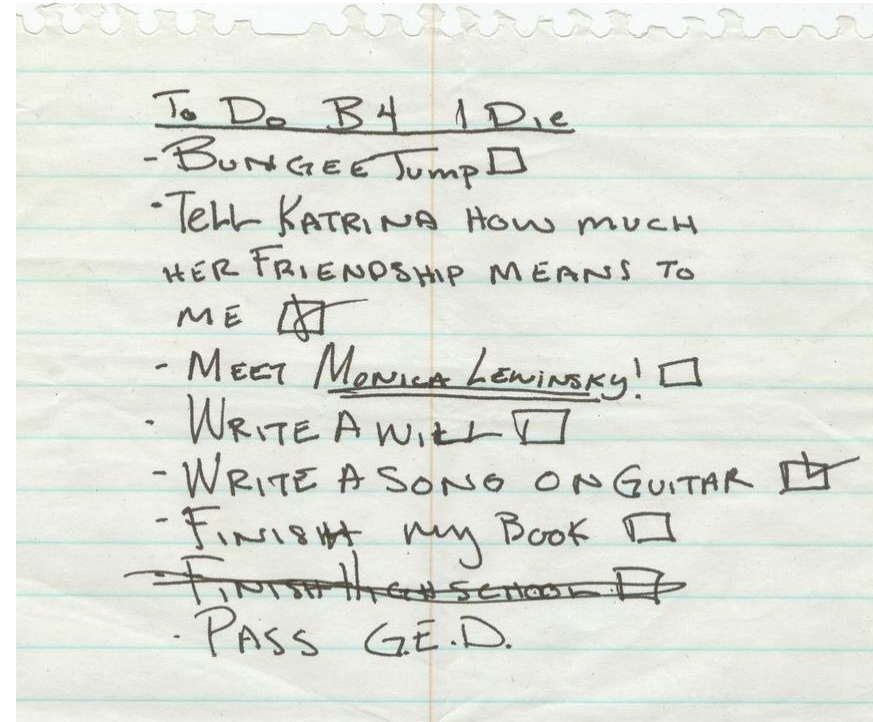
# ORGANI- ZATION





# WALL PLANNER



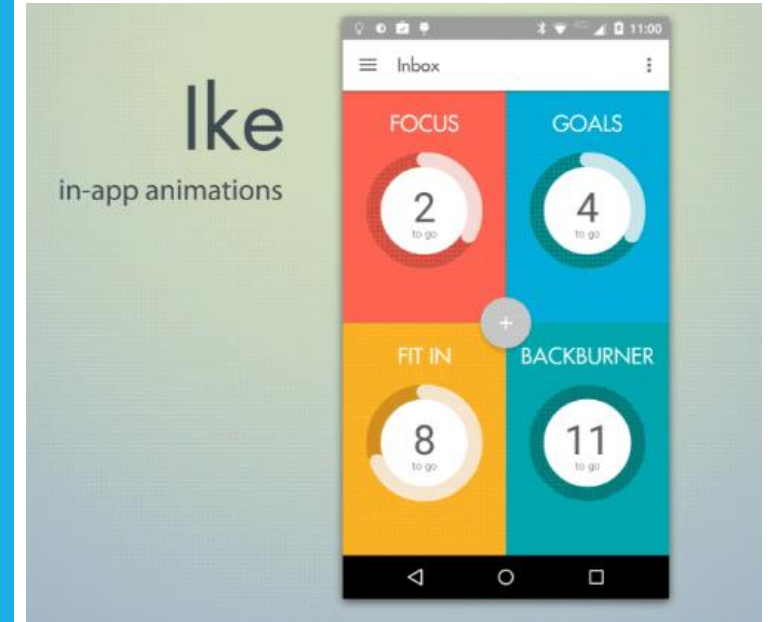


# TO-DO-LISTS





Google Calendar



# ORGANIZATIONAL APPS

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# ROOM ORGANIZATION

REMEMBER THIS  
SIMPLE RULE:



If there is something that takes  
less than 5 minutes, do it **NOW!**

SEE YOU  

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SOON