

People's Democratic Republic of Algeria

Ministry of Higher Education and Scientific Research

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TTU Course

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Lesson 05: Goal-Setting

1- What is goal setting ?

Goal setting involves deciding what you want to accomplish and creating a roadmap to do so. Specific, measurable, achievable, and relevant goals must be set to achieve this.

2- What is time management?

In time management, you plan and control how you spend your time. Time management involves setting priorities, managing distractions, and using your time effectively.

3- How are goal setting and time management linked?

In order to achieve your desired outcomes, setting goals and managing your time are both important. The more clear your goals are, the better you can manage your time and focus on the activities that will help you achieve them.

Time management and goal setting are linked in the following ways:

- **Setting goals gives you a sense of direction.** You can spend your time more effectively when you know what you want to accomplish.
- **Prioritizing is easier when you set goals.** By prioritizing your tasks, you can focus on those that are crucial to your goals.

- **You can stay motivated by setting goals.** The more clear and focused your goals are, the more likely you are to stay motivated and focused.
- **To achieve your goals, you need to manage your time well.** It is possible to accomplish your goals by managing your time efficiently.
- **You can stay on track with time management.** It is less likely for you to get sidetracked or procrastinate when you have a plan for how you will spend your time.

4- How can I improve my goal-setting and time-management skills?

Setting goals and managing your time can be improved in several ways. To get started, follow these tips:

- **Set SMART goals.** A SMART goal is one that is specific, measurable, achievable, relevant, and time-bound. To increase your chances of achieving your goals, make sure that they are SMART.
- **Break down large goals into smaller tasks.** It is easy to feel overwhelmed and intimidated by large goals. You can make them more manageable by breaking them down into smaller, more realistic tasks.
- **Create a to-do list for each day or week.** Create a to-do list for each day or week after you've broken your goals down into smaller tasks. Staying on track and progressing towards your goals will be easier if you do this.
- **Prioritize your tasks.** All tasks are not created equal. Sometimes, a task is more important and urgent than in others. You should prioritize your tasks so that you work on the most important things first.
- **Set deadlines for yourself.** Keeping deadlines can keep you motivated and focused. Make sure deadlines are realistic and attainable when setting them.
- **Eliminate distractions.** To be productive, it is necessary to avoid distractions. As much as possible, eliminate distractions when working on a task. For example, you might shut off your phone, close unnecessary browser tabs, or find a quiet workplace.
- **Take breaks.** Taking breaks throughout the day is essential even if it's just for a few minutes. Breaks can help you remain focused and productive.

5- Setting SMART goals

Goal setting is the foundation of success. When setting goals, make sure they are :

- **Specific:** Clearly define your objectives. What exactly do you want to achieve?
- **Measurable:** Establish criteria to track your progress and determine when you've achieved your goal.
- **Achievable:** Ensure your goals are realistic and attainable, given your resources and constraints.
- **Relevant:** Align your goals with your personal values and long-term ambitions.
- **Time-bound:** Set deadlines to create a sense of urgency and accountability.

For example, instead of setting a vague goal like "I will try to get better marks," you could set a SMART goal like "I will raise my Math score from 50% to 75% in the Mid Term Exams by attending the revision classes regularly."

6- Examples of smart goals

Example 1: Improve academic performance

"I will get an B in my upcoming exam in my MATH 104 class."

Specific: I want to improve my performance in my upcoming MATH exam.

Measurable: The measurement for success is an B or above.

Achievable: I achieved a C in my previous exam so I believe I can increase one grade by using resources like tutoring, TA office hours consistently through the semester.

Relevant: The goal of getting a B is relevant because it will help me with making progress to my degree.

Time-bound: My exam is in 3 weeks.

Example 2: Improve My Productivity

"I will improve my productivity using Pomodoro technique and study with maximum focus for 2 hours."

Specific: Study using Pomodoro technique.

Measurable: I will keep an account of how many hours I have been productive using Pomodoro technique.

Achievable: Study regularly and Pomodoro technique is a tool for staying productive in those study periods.

Relevant: Studying better will help me understand the course better and enable

better grades.

Time-bound: The goal is to keep this habit for 2 months.

Example 3

It took Lucy four hours a week to create lesson plans for her sophomore English students during the first half of the school year. Her goal is to complete her lesson plans in 2 1/2 hours every week during the second half of the school year. To achieve this, she plans to set aside 30 minutes each day to focus solely on lesson planning and eliminate distractions, such as using her cell phone or streaming videos during this time.

- **Specific:** Her goal qualifies as specific because she set a distinct objective and has given herself a fixed time frame to complete the goal.
- ***Measurable:** The goal is measurable because she has determined the time she is going to work on the plans during the week. She can track the time she is working to determine if she has met her goal after the third week.*
- ***Attainable:** She has established a goal that is attainable because she plans to complete a portion at a certain time each day. She also has the resources and skills needed to complete the task.*
- ***Relevant:** Her goal is relevant because it applies to her career. She has to create lesson plans each week for her students, and by minimizing the time she takes to complete the plans, she's giving herself more time to complete other tasks.*
- ***Time-based:** She has given herself the rest of the school year to achieve this goal.*

Example 4

Ronald's employer has asked him to take training courses related to a new role in the company in order to be considered for career advancement. Ronald hopes to get a promotion in the next few months, so his goal is to complete the training courses outside of work in six weeks. He plans to set aside a specific amount of time before and after work in order to finish the training on time.

- **Specific:** Ronald has a particular goal set to help him accomplish his goal of completing the training course in order to improve his chances of receiving a promotion.

- ***Measurable:** He can measure the success of the goal by completing the training in a six-week period.*
- ***Attainable:** His goal is attainable because he's blocked time each day before and after work to complete the goal. He's got the technology needed to complete the course and the determination and skills to complete it.*
- ***Relevant:** Ronald hopes for career advancement and is more likely to achieve a promotion if he completes the applicable training courses.*
- ***Time-based:** He has given himself a six-week deadline to complete his goal.*

SMART goals

Specific:

"a specific goal is clear and well- defined, leaving no room for ambiguity. it answers the questions of what needs to be accomplished, why it's important, and how it will be achieved"

Measurable:

"measurable goals are quantifiable, allowing you to track your progress and determine when you've achieved them. They provide a way to measure success objectively"

Achievable:

"an achievable goal is realistic and attainable within your current resources and constraints. it encourages motivation and prevents setting unattainable objectives"

Relevant:

"relevant goals align with your overall objectives and contribute to your long-term vision. They ensure that your efforts are focused on what truly matter"

Time-Bound:

"time-bound goals have a clear deadline or timeframe for completion. this creates a sense of urgency and prevents procrastination"