ATHLIFE

> **"We must accept finite disappointment, but never lose infinite hope.."**
>
> – Martin Luther King Jr.

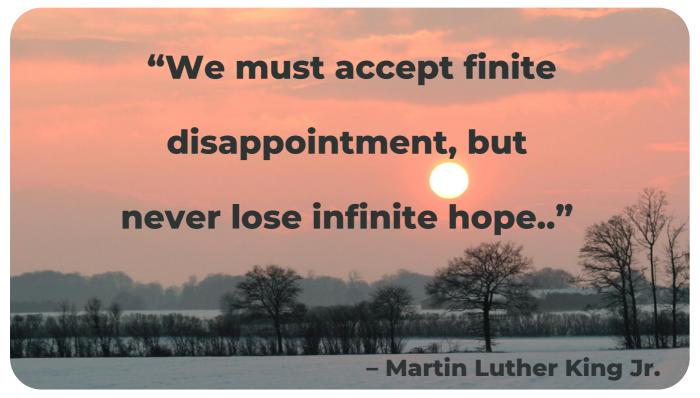## Goal Setting Tips For 2023

The New Year is a great time to work on your professional development goals. Follow the tips listed below for setting and reaching your goals.

- **SMART Goals** - Start by setting <u>SMART goals</u> that are specific, measurable, attainable, relevant, and attainable.
- **Action Plan** - Once your goals are set and written down, develop an <u>action plan</u> with tasks and timelines needed to reach your goals.
- **Finish Your Goals** - Reaching your goals can be challenging, so be prepared and <u>review these tips</u> on how to finish your goals.

How to Make the Best Decision on Continuing Your Education?

Decision-making is a part of our everyday lives. Some decisions are simple, while others are more complex and require more time and exploration. When contemplating whether to continue your education, make sure you explore these concepts first to make the most informed and best decision for you.

- **Determine Priorities** - Define your main objective for continuing your education.
- **Cost of Deciding** - Determine the costs of either decision.
- **Be Aware of Emotions** - Do not let emotions determine your decision.
- **Implement a Filter** - Ask yourself questions to help make the best decision.
- **Do Your Research** - Review information and other perspectives before deciding.

AthLife Tip of the Month

Do you often feel that there are not enough hours in the day to get things done? Try using a calendar to improve your **time management**. A daily calendar is a valuable tool to help you schedule and manage your time and ultimately increase your productivity. You can use the calendar app on your phone, Google, Microsoft Outlook, a daily planner, or a paper calendar. Get started now by choosing and using your daily calendar for better time management!

Good Reads

- Five Strategies for More Effective Networking
- Persistence and Success: Keys to Achieving Personal Goals
- Successful Online Learning Tips
- How to Decode a Class Syllabus
- The Importance of Getting to Know Your Professor