

ATHLIFE

New Year New Goals

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 using the SMART goals framework. Write out your goals so that they are specific, measurable, attainable, relevant, and timely.
- **Action Plan.** Once your goals are set and written down, develop an action plan with tasks and timelines needed to reach your goals.
- **Finish Your Goals.** Reaching your goals can be challenging. Try breaking your goals into smaller goals, focus on your progress, and revise your goals as needed.

Time Management Tips

Do you have trouble making productive use of your time without feeling overwhelmed? Try using these tips to help you become more efficient.

- Plan your schedule a week in advance.
- Use a calendar to track your tasks and assignments.
- Prioritize a task to complete that day.

And remember to schedule time for breaks to recharge.

Planning for Study Success in 2025

Did you know that there are ways to learn more efficiently and better retain information? Review the study tips below to help maximize your learning and start the new year strong.

- **Read Ahead.** Complete the reading assignment before class to understand the material and identify any questions you may have.
- **Review New Information.** Take time after class to review your notes and the reading material while it's fresh in your mind.
- **Identify Difficult Material.** Use flashcards right away to help you learn challenging terms or concepts.
- **Study Every Day.** Get in the habit of reviewing your reading material, notes, and flashcards every day to help retain the information.
- **Practice Healthy Habits.** Make sure that you get the proper nutrition, hydration, sleep, and exercise for optimal learning.



Overcoming Procrastination

Do you find yourself at times putting off studying or finishing projects? Procrastination is something that we all deal with on a daily basis. Review these suggestions to overcome procrastination to achieve what you need to do each day.

- Rank your priorities and make a list of what you need to do that day.
- Try to understand the reason for your procrastination in order to remove the distraction.
- Take stock of the conditions of your work or learning environment.
- Consider splitting up your time to complete a bigger project.



Need more information?
Schedule a call with your AthLife Advisor to discuss your career or education goals.