Raise the Bar
P S Y C H O L O G Y

Psychological
education services
devoted to unleashing
the potential of all students

STUDY TIPS: GOAL SETTING & TIME MANAGEMENT

As students, children will have deadlines (e.g., project due dates, needing to be ready for a test). Important aspects of finishing tasks on time includes setting clear, specific and realistic goals and correctly estimating how long something will take to do.

(S.M.A.R.T.) Goal setting is the creation of specific, measurable, attainable, relevant and time-based desired outcomes/goals.

Time management is the ability to correctly guess how long a task or activity will take to finish.

Below are strategies for how you can help your child build their Goal Setting and Time Management skills at home:

- Teach your child how to address each part of the S.M.A.R.T. goals acronym:

  Specific: *What EXACTLY do I want to accomplish/happen?*

  Measurable: *How will I know when I have reached my goal?*

  Attainable: *Is it actually possible for me to accomplish my goal? I need to think about what skills and materials I have to use, how much time I have, how much effort I am willing to put in, … etc.*

  Relevant: *Why is my goal important to me? Why is this goal worth achieving?*

  Time-bound: *When will I need to reach my goal by? Set a deadline.*

- Play time-guessing games with your child to help your child learn what certain amounts of time "feel like" and how long certain activities take. Take turns with your child guessing how long something will take to do.

- Keep a visual schedule, planner, and/or calendar in a room your child is often in. Show and talk to your child about how activities and deadlines are put on these calendars as a way to keep track of deadlines/when things will happen.

- Try to avoid overscheduling your child with extracurricular/after school activities.

- Ask your child's educator(s) for a list of the assignments your child will need to do for the term/semester. You can then use this information to help your child build and manage their own personal planner for how they will get their work completed on time.

- See www.mindtools.com/pages/article/smart-goals.htm for more great information about setting S.M.A.RT. goals