

Transcript

Title: Using Smart Goals - Student Success Coaches

Creator: Student Success Coach team

Year: 2022

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Hi. Welcome to this session about setting smart goals to help you make the most out of your studies.

Smart goals are a great way to visualise what you want to achieve and make it more attainable. If you set specific goals following the smart goals process, you are giving yourself the best chance of succeeding. Smart Goals make you more aware of your strengths. Can then help you overcome challenges, find solutions to problems and identify areas for improvement.

Smart stands for Specific, M is for Measurable, A is for Achievable, R is for Relevant and T is for Time Bound.

S stands for Specific. It's a good idea to be very specific about your goal. Perhaps ask yourself, What would you like to accomplish? Be very detailed. Write it down. Perhaps write three steps outlining how to reach the goal. For example, you could say to start my study session each day, 15 minutes, reading the Canvas announcements and then adding tasks to my to do list. So you're being very specific outlining what you want to achieve.

M stands for Measurable. How will you measure your progress? Measuring it will make it more achievable. You could also set some milestones. A series of steps to take along the process that will help you achieve your goal. Perhaps use action verbs like start plan create, and these will create a bit of momentum to get you going, and excited and motivated about setting goals. Perhaps do an assessment map for each big assessment and then start early or when the task is first released. Use the assessment map to break it down into including achievable smaller parts.

A stands for Achievable. Your goal needs to be achievable. So it is a good idea to consider some resources or supports to help you get there in terms of resources you could use, like the assessment planner, mapping out tasks and staying on track. Also access university supports, like the Learning and Academic Skills team, speaking to your success coach and also take steps, for example, chunking tasks into smaller, achievable pieces or make will make it more manageable, less stressful. Keep you motivated, ticking them off as you go along, as well as keeping checklists to keep track and feel less stressed.

R stands for Relevant. Is your goal relevant to your life? What is your drive for doing this? These might be some of the questions that you ask yourself. Are you trying to improve yourself? Your employability skills, gain an extra qualification or a qualification that you need for your work or an upgrade of qualifications. For example, you could tick off three small tasks and give yourself a short reward. Take a break and then listen to some music. Do something you enjoy and reward yourself for your efforts.

Time spent. It's good to set a time line and review it often. This is a way of challenging yourself as well and more likely to stick to it. Be realistic. Ask yourself. Will you be able to accomplish it? It's also good motivational tool. For example, you might set aside an hour each week to revise what you have learned in class. If all the tasks for the day are completed, watch Netflix for a couple of hours. Practice some self care as a as a reward for your efforts. If you are unable to complete tasks for the day, reflect on what the issue was. Acknowledge yourself for the effort and put in a measure to catch up the next day. Remember to keep your goals somewhere accessible. Look at them from time to time, review them if necessary. If any changes need to be made. Remember, these skills of setting goals are transferable to your workplace. They're widely used, and they'll come in handy at some stage.

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