

*The bad news is that time flies.
The good news is that you are the pilot.*

Michael Altshuler

Module Two: Setting SMART Goals



Goal setting is critical to effective time management strategies. It is the single most important life skill that, unfortunately, most people never learn how to do properly. Goal setting can be used in every single area of your life, including financial, physical, personal development, relationships, or even spiritual. According to Brian Tracy's book Goals, fewer than 3% of people have clear, written goals, and a plan for getting there. Setting goals puts you ahead of the pack!

Some people blame everything that goes wrong in their life on something or someone else. They take the role of a victim and they give all their power and control away. Successful people instead dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events. Live in the present; the past cannot be changed, and the future is the direct result of what you do right now!

The Three P's



Setting meaningful, long-term goals is a giant step toward achieving your dreams. In turn, setting and achieving short-term goals can help you accomplish the tasks you'll need to achieve the long-term ones. It is also important to make sure that all of your goals unleash the power of the three P's:

- **POSITIVE:** Who could get fired up about a goal such as "Find a career that's not boring"? Goals should be phrased positively, so they help you feel good about yourself and what you're trying to accomplish. A better alternative might be this: "Enroll in pre-law classes so I can help people with legal problems someday."
- **PERSONAL:** Goals must be personal. They must reflect your own dreams and values, not those of friends, family, or the media. When crafting your goal statement, always use the word "I" in the sentence to brand it as your own. When your goals are personal, you'll be more motivated to succeed and take greater pride in your accomplishments.
- **POSSIBLE:** When setting goals, be sure to consider what's possible and within your control. Getting into an Ivy League university may be possible if you are earning good grades but unrealistic if you're struggling. In the latter case, a more reasonable goal might be to attend a



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Ensheng Dong



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Table of Contents Instructor Guide Or Facilitator Guide

1. Understanding the eBook Instructor Guide Or Facilitator Guide
 - The Rise of Digital Reading Instructor Guide Or Facilitator Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Instructor Guide Or Facilitator Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Instructor Guide Or Facilitator Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Instructor Guide Or Facilitator Guide
 - Personalized Recommendations
 - Instructor Guide Or Facilitator Guide User Reviews and Ratings

- Instructor Guide Or Facilitator Guide and Bestseller Lists
- 5. Accessing Instructor Guide Or Facilitator Guide Free and Paid eBooks
 - Instructor Guide Or Facilitator Guide Public Domain eBooks
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 - Instructor Guide Or Facilitator Guide Budget-Friendly Options
- 6. Navigating Instructor Guide Or Facilitator Guide eBook Formats
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 - Instructor Guide Or Facilitator Guide Compatibility with Devices
 - Instructor Guide Or Facilitator Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Instructor Guide Or Facilitator Guide
 - Highlighting and Note-Taking Instructor Guide Or Facilitator Guide
 - Interactive Elements Instructor Guide Or Facilitator Guide
- 8. Staying Engaged with Instructor Guide Or Facilitator Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Instructor Guide Or Facilitator Guide
- 9. Balancing eBooks and Physical Books Instructor Guide Or Facilitator Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Instructor Guide Or Facilitator Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Instructor Guide Or Facilitator Guide
 - Setting Reading Goals Instructor Guide Or Facilitator Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Instructor Guide Or Facilitator Guide
 - Fact-Checking eBook Content of Instructor Guide Or Facilitator Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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