



Do You Have Your Personal and Professional Goals in Order: Get Started Now!

“Not having a strategy for managing your day is like expecting the bull not to charge because you’re a vegetarian.”

Dennis Wholey—Author

- Fill in:**
- To manage my calendar and schedule appointments, I use:
 - my phone
 - a written planner
 - another system
 - I notice my focus is sharpest during:
 - a.m. hours
 - p.m. hours
 - other
 - I am satisfied with the way I create, manage, and complete goals: ___yes ___no

- T/F:**
- Setting goals is a key component of time management.
 - One of the many ways you are evaluated by others is how effectively you achieve your goals.

Goals:

- What you value drives your goals →

GOALS	
EDUCATIONAL	PROFESSIONAL
PERSONAL Health	HOUSEHOLD/FAMILY
FINANCIAL	CREATIVE
MISC. GOALS	PEOPLE

- One size does not fit all.
- Your future is determined by your daily habits/routines/**planning**.

EISENHOWER MATRIX

	URGENT	NOT URGENT
IMPORTANT	• • •	• • •
NOT IMPORTANT	• • •	• • •

“Self-awareness is the cornerstone of your personal and professional effectiveness.”

M. Carlisle

Discounts for UCI Staff & Faculty from DCE

- **Free** Coursera & Udemy Courses (end of March)
- **50%** off DCE classes
- **Short Courses** through the Learning Consortium
- **NEW** Global Leadership Certificate Program
- **Micro Courses** through UCI + Jolt
- Customized Training for UCI units

ce.uci.edu/resources/uci/

ce.uci.edu/corporate
ce.uci.edu/consortium
ce.uci.edu/global_leadership
ce.uci.edu/jolt

Contact: Tanya Zabalegui
Tanyaz@uci.edu

UCI Division of
Continuing Education