Conewago Valley School District
Counselors' Corner
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Self-Management
& Goal Setting

Self-Management

Self-Management refers to a method of changing one's own environment in order to help ourselves to change our behaviors. Self-Management can be used to either increase desirable behaviors or decrease behaviors that interfere with our daily functioning.

Why Self-Management Matters:

Practicing self-management can have many benefits including helping us feel more in control of our own behaviors, helping us to improve our performance individually and as a group, and shifting the focus from instant gratification to more fulfilled, delayed gratification:

➢ It can allow us to live more effective and efficient daily lives,
➢ It can help us to break bad habits and replace them with better ones, &
➢ It helps us to accomplish difficult tasks.

Some Examples of Self-Management Strategies:

❖ Most people use self-management strategies in their lives without even knowing it. Examples include:
    ➢ Making a grocery list before going shopping,
    ➢ Using a monthly event calendar or planner to remember appointments,
    ➢ Setting an alarm to wake-up on time in the morning
    ➢ Completing a large task in smaller steps, etc.
    ➢ Monitoring breathing (i.e. square breathing, grounding, etc.),
    ➢ Using a "to-do" list of tasks,
    ➢ Creating a time log for task completion.

Part of self-management is setting realistic, short-term goals that can build up to more lofty goal accomplishment.
Setting goals that are SMART can help with self-management, as they allow us to focus on the small steps that can be taken in order to achieve a bigger-picture goal.

SMART Goals

Specific	Measurable	Achievable	Relevant	Time-bound
What exactly do you want to achieve?	How will you know when you've achieved it?	How can the goal be accomplished?	Why is this goal important to you?	When do you want to achieve this goal?
Good goals area clear and defined	You will need to be able to track daily progress	List the specific tasks you will need to complete	Does this goal help add to your plans for the future?	Set your target date so you can guide your work toward a successful completion

SMART is an acronym used to help guide goal setting.
SMART stands for *Specific*, *Measurable*, *Achievable*, *Relevant*, and *Time-Bound* or *Timely*.

It is Important to Have Goals That Are:
- ❖ **Specific** because your goals should be clear and specific,
  - ➢ A specific goal answers the questions: What? Why? Who? Where? and Which?
- ❖ **Measurable** so that you can track your progress and stay motivated,
  - ➢ A measurable goal answers: How?
- ❖ **Achievable** so that your goals are a challenge, but are realistic.
- ❖ **Relevant** to ensure that the goal matters to you, &
- ❖ **Time-Bound** so that there is a deadline or time-frame in which to meet your goal.
  - ➢ A time-bound goal answers: When?

An example of a smart goal is:

"I would like to bring up my GPA. In order to do so, I will bring my Math grade up from a C+ to a B before the end of the semester by completing homework, studying for quizzes, and doing extra credit."

For More Information:

- ❖ The University of Kansas
  - ➢ http://www.specialconnections.ku.edu/?q=behavior_plans/positive_behavior_support_interventions/teacher_tools/teaching_self_management_skills
- ❖ Getting Smart: Improve Your Self-Management Strategies
  - ➢ https://www.gettingsmart.com/2017/01/improve-self-management-strategies/
- ❖ Edutopia: Tools for Student Self-Management
  - ➢ https://www.edutopia.org/blog/tools-for-student-self-management-andrew-miller
- ❖ SMART Goals: How to Make Your Goals Achievable
  - ➢ https://www.mindtools.com/pages/article/smart-goals.htm

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