

## **Time Management Technique: S.M.A.R.T. Goals**

### **What is S.M.A.R.T. Goal Setting?**

Smart Goal setting is the act of writing out your goals with specific measurable metrics to define success along the way.

Giving yourself clear steps to achieve your goals and measure success along the way.

<b>SPECIFIC</b>	WHAT IS IT THAT YOU WANT TO ACHIEVE?	EXAMPLE: I WANT TO APPLY FOR AN ARTIST IN RESIDENCE PROGRAM AT MEDALTA, THE HISTORIC CLAY DISTRICT
<b>MEASURABLE</b>	HOW WILL YOU KNOW WHEN YOU SUCCEED?	EXAMPLE: I WILL HAVE SUBMITTED MY APPLICATION BY SPRING 2021
<b>ATTAINABLE</b>	HOW CAN THIS GOAL BE ACCOMPLISHED?	EXAMPLE: COMPLETING THE ONLINE APPLICATION PACKAGE AND REQUIRED DOCUMENTS
<b>RELEVANT</b>	IS THIS GOAL WORTH THE WORK REQUIRED TO ACHIEVE IT?	EXAMPLE: THIS GOAL WORKS TOWARDS MY GOAL OF BEING A WORKING ARTIST AND GIVES ME EXPERIENCE OUTSIDE OF THE INSTITUTION
<b>TIMELY</b>	BY WHEN WILL THIS GOAL BE ACHIEVED?	EXAMPLE: JUNE 2021

## **Some sample S.M.A.R.T. Goals**

### **1. I want to grow my visibility as a visual artist by adding three professional group exhibitions to my CV by January of next year.**

- Determine how to host or organize a show at Emily Carr University and where to apply/register for that
- Source out two locations which could host a show outside of the University and determine what is required to host a show/organize a show at the location.
- Who would I show with? Where would it be? What would I show?

### **2. I want to apply to 3 separate MFA programs by December of next year**

- Research each prospective institution/program extensively
- Create a budget for each option (how much will it cost etc. to study there for the duration, find funding options etc.)
- Narrow down my list to my top three
- Determine what is necessary and needed for each separate application and create check list to use while applying.

### **3. I want to incorporate 30 minutes of physical activity into each day.**

- Find an area near my home with a walking path or green space
- Research home exercises that will work for me
- Reserve a section of my day for physical activity
- Reflect on how I am feeling and consider ways to maintain motivation, whether that be listening to music or walking outdoors with a friend.



Source: Mathew Fierke

# Nicole's Organizational Best Practices

1. Find a method that works for you:
  - A Notebook planner / Journal
  - An app (Stickies for example)
  - Google Calendar
2. At the start of each semester, use your course syllabus to work backwards from when things are due to the present day. Be sure to be detailed enough that you remember what it is you're referring to.
3. Choose colours to represent each course or theme in your schedule. This will help to make your calendar visually appealing while also aiding you in a visual cue to what you have planned for the day.

SOCS 301 Fall 2020 Class Schedule			Assignments and activities
Week	Date	Topic and/or Reading	
1	Sept 8-11	Orientation	Email Dr. Lerner -say hi! and answer the questionnaire
2	Sept 14-18	Topic 1. Technology as extensions of man Read McLuhan "The Medium is the Message"	Group 1 tutorial meets Wed Sept 16. Groups 1,2,3,4,5 post reflection on Topic 1 by Fri Sept 18.
3	Sept 21-25	Topic 2. Virtual Reality Read de la Pena et al. "Immersive Journalism"	Group 2 tutorial meets Wed Sept 23. Groups 2,3,4,5 post reflection on Topic 2 by Fri Sept 25. Group 1 submits T1 Ideagraph by Fri Sept 25.
4	Sept 28-Oct 2	Topic 3. Facial recognition and race Read Nakamura, "Telematic Profiling"	Group 3 tutorial meets Wed Sept 30. Groups 1,3,4,5 post reflection on Topic 3 by Fri Oct 2. Group 2 submits T2 Ideagraph by Fri Oct 2.
5	Oct 5-9	Topic 4. AI and emotional engineering Read Gates, "Designing Affective Consumers"	Group 4 tutorial meets Wed Oct 7. Groups 1,2,4 post reflection on Topic 4 by Fri Oct 9. Group 3 submits T3 Ideagraph by Fri Oct 9.
6	Oct 12-16	Reading break	
7	Oct 19-23	Topic 5. Big data, behavior modification Read Zuboff, "Make them dance"	Group 5 tutorial meets Wed Oct 21. Groups 1,2,3,5 post reflection on Topic 5 by Fri Oct 23. Group 4 submits T4 Ideagraph by Fri Oct 23.
8	Oct 26-30	Watch lecture on Surveillance, Spectacle, Attention Economy. Begin planning Opinion piece.	Group 5 submits T5 Ideagraph by Fri Oct 30
9	Nov 2-6	Continue work on Opinion piece. Send work-in-progress to Dr. Lerner for feedback. One-on-one tutorials available.	
10	Nov 9-13	Complete and submit Opinion piece.	Opinion due Nov 13.
11	Nov 16-20	Watch lecture on Boundaries, Incorporations, Monster Culture. Begin planning Monster project.	
12	Nov 23-27	Continue work on Monster project. Send work-in-progress to Dr. Lerner for feedback. One-on-one tutorials available.	
13	Nov 30-Dec 4	Complete and submit Monster project.	Monster due Dec 4.

Source: Mathew Fierke