

Map Your Semester

Master Your Journey

UNIVERSITY OF HARTFORD

MAP YOUR SEMESTER MASTER YOUR JOURNEY

Professional Goals

1. _____
2. _____
3. _____
4. _____
5. _____

Personal Goals

1. _____
2. _____
3. _____
4. _____
5. _____

You hit the ground running every semester, and fast!

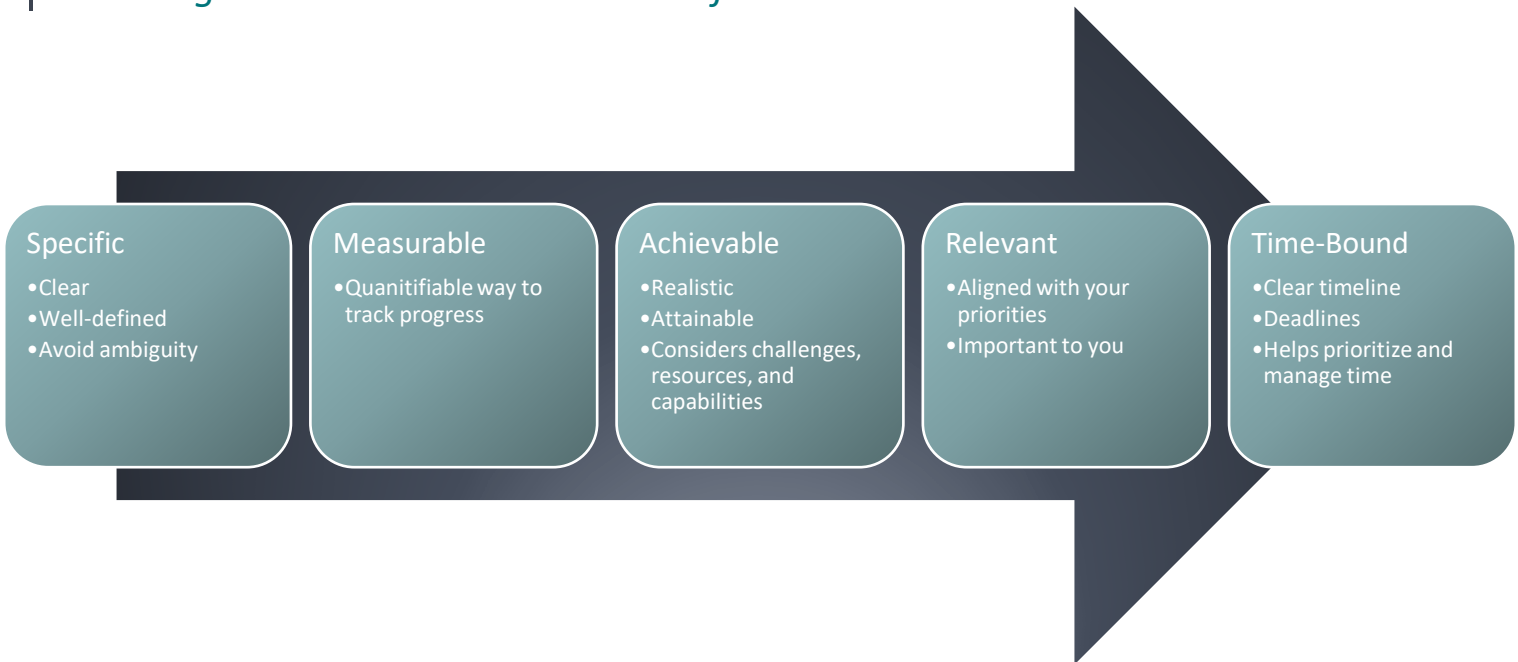
You are teaching, advising, writing, meeting and managing your personal-life. It is easy for your time to be quickly devoured before even considering space for your own personal and professional goals. That is why it is important to **map your semester**, every semester.

Goals are effective because they provide **direction**, **focus**, and **accountability**. They allow you to **plan** and **prioritize**, and provide you with continuous real-time **feedback**. They **motivate** you, and encourage healthy **boundary-setting**. They can also be **flexible** based on your progress and needs – you have the agency to expand or narrow your goals as needed.

Use goals as a basis to map your semester, and master your journey – each and every semester!

Make sure that your goals are SMART!

SMART goals increase the likelihood of success



| Goals | S | M | A | R | T |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| Bad: <i>I will be the best at quantum physics this semester</i> | X | X | X | ? | X |
| Better: <i>I will attend at least two professional development opportunities in quantum physics this semester</i> | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bad: <i>I will get my own exhibition at the MET</i> | ✓ | ✓ | X | ✓ | X |
| Better: <i>I will share my portfolio with at least 10 gallery owners in the Northeast by December.</i> | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bad: <i>I will publish this semester</i> | X | X | ? | ? | ✓ |
| Better: <i>I will prepare two empirical articles to be submitted to top-tier peer-reviewed journals in sociology by December.</i> | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bad: <i>I will exercise more</i> | X | ? | ? | ? | X |
| Also not great: <i>I will run the Hartford Marathon in October</i> | ✓ | ✓ | X | ? | ✓ |
| Better: <i>I will walk 30 minutes a day, 3x a week; and do strength training videos for at least 15 minutes 2x a week during the fall.</i> | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bad: <i>I will make more time for my research</i> | X | ? | ? | ✓ | X |
| Also bad: <i>I will devote 2 hours each day for writing, 7 days a week, forever</i> | ✓ | ✓ | X | ? | X |
| Better: <i>I will mark 30 minutes a day 3x a week off on my calendar that is devoted to my scholarly work throughout the fall semester.</i> | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bad: <i>I will spend more time with my family</i> | X | X | ? | ? | X |
| Better: <i>Our family will eat dinner together at least 3x a week and put our phones and electronic devices away from 5:30-8:00pm during the fall semester.</i> | ✓ | ✓ | ✓ | ✓ | ✓ |

| Your SMART Goals for the Fall

| Your SMART Professional Goals | S | M | A | R | T |
|-------------------------------|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| Your SMART Personal Goals | S | M | A | R | T |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

AUGUST 2025

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

SEPTEMBER 2025

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |

HOW WILL YOU GET THIS ALL DONE?

Block off time that is devoted strictly to your scholarly and creative pursuits.

Use your calendar or other preferred method of time management to hold yourself accountable.

Use your SMART goals to commit to a timeline

Break big goals/tasks into smaller chunks and track progress toward the larger goals.

Modify goals and timeline as needed.

Make it fun and rewarding – color-code.

Celebrate wins!

OCTOBER 2025

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

NOVEMBER 2025

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

DECEMBER 2025

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

Potential Barriers / Challenges to Consider:

Your Support Team



WHAT YOU NEED FROM EACH MEMBER OF YOUR SUPPORT TEAM

HOW YOUR SUPPORT TEAM WILL HOLD YOU ACCOUNTABLE

Accountability Worksheet Example

| | |
|-----------------------------------------|-----------------------|
| Goal: | |
| Due by: | |
| To-do list: | |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| How will you hold yourself accountable? | |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |

Tips for reducing stress

- Plan and stay organized
- Set boundaries
- Optimize your workspace
- Build your support network
- Take time to recharge
- Practice mindfulness, meditate, and/or yoga
- Find what helps you relax
- Reward yourself with things you enjoy
- Journal
- Talk and reflect
- Spend time with those who recharge you
- Have fun

What else?

1. How will you know when you are overwhelmed?

2. What will you do when you are?
