

M- Motivation : managing the challenge

Setting goals

These can give you a sense of momentum and early success.

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Set yourself mini-goals as milestones, so that you have a sense of achievement. In times these add up to greater achievements.

- * Break larger assignments, such as writing a report, into smaller tasks: 'Read course notes', 'Find resource materials', etc.
- * Break each of these tasks into smaller ones:
- * Set a realistic time allowance for each mini-goal
- * Give yourself a start time – and stick to it!
- * Set a target end-time and work to that. The key aim isn't to keep to time but to *complete* the goal, so keep going until you do.

Effective mini-goals or milestones are:

- * integrated: clearly linked to a larger plan, such as your essay, project, or your overall motivation for the course
- * *manageable and realistic*: set yourself achievable goals
- * *specific*: decide precisely what you are going to tackle
- * *measurable*: such as a set number of pages to read, or a report section to write
- * *flexible*: plan time in for emergencies; be ready to change things round if necessary.

Celebrate successes

Increase your chances of early success by setting targets and deadlines you know you can meet.

When

you achieve a target (such as two hours' reading), reward yourself (such as taking a half-hour's break).

Give yourself bigger rewards for completing whole tasks, to encourage yourself next time.

Mark Success

Note down your achievements and successes in your reflective journal. It is important to note what you do well, so that you can do it again! After a few months, look back on your early work. Give yourself credit for any progress you have made.

Aim for higher peaks

When you achieve one set of goals, set new ones, making these a little more challenging.