

## WEEK 3: STRENGTHS AND VISIONS

### 1. Create a realistic to-do list.

Organizing your tasks can significantly reduce stress by eliminating last-minute scrambling and providing a sense of empowerment. To enhance organization, consider implementing the following tips:

#### **Tips to enhance your to-do list and organization skills**

- Set up a calendar, either online or on paper, to keep track of your schedule.
- Create a realistic to-do list that breaks down larger goals into manageable tasks.
- Organize your class notes and materials for efficient study sessions.
- Tidy up your living or study space to create a conducive environment.
- Utilize the two-minute rule for quick tasks—complete them immediately without writing them down.
- Limit your daily to-do list to three to five tasks to maintain focus and reduce stress.
- Follow the principle of triaging your list at the end of the day, organizing tasks for the next day in advance.
- Include deadlines for tasks to provide a time frame for completion.
- Be realistic about time estimates when planning your schedule to construct a workable timetable.
- Evaluate and plan for unfinished tasks rather than disregarding them, ensuring flexibility and realism in your schedules and lists.

By incorporating these strategies, you can manage your tasks efficiently, increase productivity, and minimize stress in your daily life.

#### ***Want additional support with your time management?***

- [Sign up with a Wellness Coach](#)

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### **2. List at least 5 of your strengths and explore ways to apply them.**

Understanding and leveraging your strengths has numerous benefits in both career and personal life. Recognizing and expressing your strengths is vital for navigating career decisions, demonstrating preparedness to employers, and standing out professionally. This process is connected to an improved quality of life and increased engagement in the workplace. Diverse strengths encompass facets like knowledge, personality traits, skills, and talents, forming a foundation for distinguishing one's uniqueness. Recognizing strengths contributes to improved self-awareness, self-liking, and overall happiness. Recognizing strengths also assists in constructing a gratifying life that aligns with both passion and skills. In contrast to skills, strengths rooted in personality traits provide a stable foundation for ongoing personal development. Effective methods for identifying strengths involve self-reflection and inquiries about education, language proficiency, courses taken, skills, and personal attributes. Overall, acknowledging and utilizing personal strengths contributes to career success, happiness, and a more satisfying life.

***Explore these tests and evaluations to discover your strengths:***

- [VIA Character Strengths Survey](#)
- [Wingfinder](#)
- [CliftonStrengths Assessment](#)

### **3. Unfollow social media accounts that negatively impact your mood.**

Frequent social media use correlates with addiction, anxiety, depression, isolation, Fear Of Missing Out, decreased life satisfaction. Exposure to curated, picture-perfect content can foster feelings of inadequacy. Identify and unfollow accounts eliciting negative emotions. Be cautious of idealized portrayals by social media friends. Curate a positive social media space aligned with your interests and passions. Seek out stigma-free spaces for mental health or neurodiversity support. Use social media to enhance, not replace, offline connections. Avoid accounts promoting shame or moralizing lifestyle changes, particularly in areas like diet and exercise. Prioritize individual needs and circumstances over all-or-nothing thinking. Unfollow accounts that induce feelings of inadequacy or guilt.

**It might be time to re-evaluation your social media  
IF you are....**

- .... experiencing heightened stress levels.
- ... having trouble sleeping.
- .... constantly comparing yourself to others.
- .... feeling a need for perfection.
- ... no longer being entertained by social media.

***Read more about how to tell if an account is toxic and/or impacting your mental health:***

- [5 Signs You Should Unfollow People on Instagram for Your Mental Health](#)
- [How to Stop Following Toxic Social Media Accounts](#)

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### 4. Imagine your ideal self and describe what that looks like.

Visualization is a free, accessible tool for success. Engaging the subconscious mind, visualizing goals aids in their identification and preparation. Crafting an ideal day and envisioning the best future foster self-creation, self-discovery, goal clarity, and influence present decisions, contributing to personal development. Research indicates that visualizing goals activates brain regions associated with attention, perception, memory, motor control, and planning, enhancing the likelihood of manifestation. The more detailed the visualization, the better the outcomes, providing benefits such as improved planning, heightened motivation, and focused efforts. Effective tips for visualization encompass specificity, embodiment of the vision, utilization of all senses, and regular practice.

#### Questions to ask yourself about your ideal self might include:

1. What time would I get up?
2. What would I do when I get up?
3. Would I take part in any sport?
4. Where would I live?
5. What would I see around me?
6. Who is in my life?
7. What do I do each day?
8. How many hours am I working on my projects each day?
9. What hobbies do I have?
10. What will I see, hear, feel, smell, and taste each day?

*Want additional support envisioning and pursuing your ideal self?*

- [Sign up with a Wellness Coach](#)

## WEEK 3: STRENGTHS AND VISIONS

### 5. Create a plan to achieve long-term goals.

Creating a plan for long-term goals not only provides structure, direction, and a systematic approach to success but also empowers you to make informed decisions, stay motivated, and navigate your journey with resilience and efficiency. A plan enhances clarity, focus, organization, and resource allocation, promoting impactful actions and reducing stress through improved time management. Plans also facilitate risk mitigation, ensure measurable progress, and encourage adaptability. Additionally, they foster enhanced decision-making, accountability, and continuous improvement, ultimately boosting self-confidence and positively impacting various aspects of life.

**Steps to creating a plan to achieve long-term goals**

1. Define your long-term goals by utilizing SMART Goals.

<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<b>SPECIFIC</b>	<b>MEASURABLE</b>	<b>ACHIEVABLE</b>	<b>RELEVANT</b>	<b>TIME-BOUND</b>
The goal should describe exactly what you are trying to accomplish.	The goal should be easy to quantify using a metric that you can easily track.	The goal is realistic about what can be attained given the current resources and skills.	The benefit of the goal should align with the needs of your business.	A limited time frame acts like a finish line, giving a healthy sense of challenge.
<b>G</b>	<b>O</b>	<b>A</b>	<b>L</b>	<b>S</b>

2. Break your long-term goals into smaller, manageable goals or “stepping stones.”  
3. Prioritize and set timelines.  
4. Identify required resources and potential constraints.  
5. Create a detailed action plan for each short-term goal.  
6. Regularly review goals and be open to adjusting your plan as circumstances change.  
7. Acknowledge and celebrate each milestone.

**Additional steps to consider, depending on your goals**

- Allocate responsibilities if your goals involve collaboration or external support.
- Seek constructive feedback and support from trusted friends, family, or mentors.

#### ***Want support defining your goals and creating a plan?***

- [Sign up with a Wellness Coach](#)

#### ***Have goals related to cooking/eating healthier?***

- [Check out the Student Wellness recipe page](#)

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#### ***End of Week Reflection:***

Don't forget to submit a reflection at the end of the week on the **Week 3 Reflection Discussion Post** on ICON!

Reflecting helps us develop our skills and review their effectiveness, rather than just carry-on doing things as we have always done them. It is about questioning, in a positive way, what we do and why we do it and then deciding whether there is a better, or more efficient, way of doing it in the future.