



# Curriculum, training program and open educational resources

FLIPPED MATERIAL

## Module 5 Creative Life Management

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# Setting goals WOOP method

WOOP (an acronym which stands for Wish, Outcome, Obstacle, and Plan) is an evidence-based intervention that you can use for goal-setting, to find and fulfill their wishes, set preferences, and change their habits.

Watch online:

[https://www.youtube.com/watch?v=DpbCMzQqZAU&t=14s&ab\\_channel=WOOP](https://www.youtube.com/watch?v=DpbCMzQqZAU&t=14s&ab_channel=WOOP)

[https://www.youtube.com/watch?v=yBaVSJ6zq4c&ab\\_channel=WOOP](https://www.youtube.com/watch?v=yBaVSJ6zq4c&ab_channel=WOOP)



**W** wish Which goal do you want to achieve?

**O** outcome How will you feel when you achieve this goal?

**O** obstacle What are your main obstacles?

**P** plan How can you tackle this obstacles?

# Setting goals WOOP method

## Wish/want:

What's something that's just for you, that comes from deep inside you, that your truly wish to have happen, or that you want to achieve?

## Outcome:

What will your success look and feel like? Where/what will it help you reach in life? Take your time. Close your eyes and really imagine it. Where will you be? What will you do? How will you know?

## Obstacles:

What could get in your way, or throw you off track, or keep you from reaching your wish or your want? Close your eyes again, and get inside your head. Think about internal obstacles and also external obstacles.

## Plan:

Now that you've charted some of the obstacles you could encounter, begin to plan for how you'll navigate them, should they occur. Think of this as an If/Then exercise: If

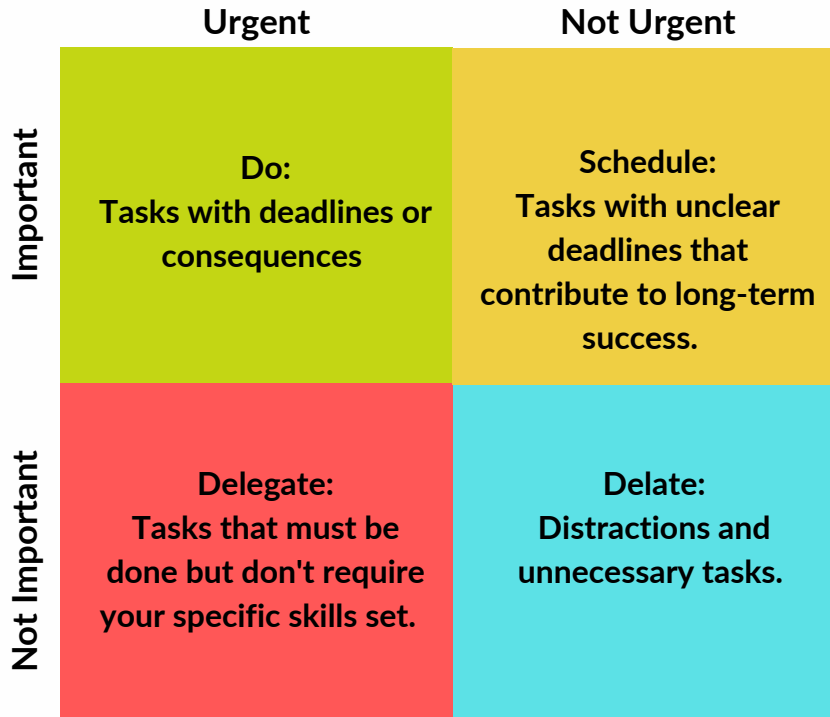
\_\_\_\_\_, then \_\_\_\_\_. • Record proactive strategies (what you'll do to avoid the obstacle), and • Reactive strategies (what you'll do when you find yourself right in the middle of the obstacle).

# Eisenhower Matrix for time management

The Eisenhower Matrix is a task management tool that helps you organize and prioritize tasks by urgency and importance. Using the tool, you'll divide your tasks into four boxes based on the tasks you'll do first, the tasks you'll schedule for later, the tasks you'll delegate, and the tasks you'll delete.

Watch online:

[https://www.youtube.com/watch?v=nBy-3G1m-ME&ab\\_channel=TheArtofImprovement](https://www.youtube.com/watch?v=nBy-3G1m-ME&ab_channel=TheArtofImprovement)



Quadrant one is the “do” quadrant, and this is where you'll place any tasks that are both urgent and important. When you see a task on your to-do list that must be done now, has clear consequences, and affects your long-term goals, place it in this quadrant. There should be no question about which tasks fall into this quadrant, because these are the tasks that are at the front of your mind and are likely stressing you out the most.

Quadrant two is the “schedule” quadrant, and this is where you'll place any tasks that are not urgent but are still important. Because these tasks affect your long-term goals but don't need to be done right away, you can schedule these tasks for later.

Quadrant three is the “delegate” quadrant, and this is where you'll place any tasks that are urgent but not important. These tasks must be completed now, but they don't affect your long-term goals. Because you don't have a personal attachment to these tasks and they likely don't require your specific skill set to complete, you can delegate these tasks to other members of your team. Delegating tasks is one of the most efficient ways to manage your workload and give your team the opportunity to expand their skill set.

Once you've gone through your to-do list and added tasks to the first three quadrants, you'll notice that a handful of tasks are left over. The tasks left over are tasks that weren't urgent or important. These unimportant, non-urgent distractions are simply getting in the way of you accomplishing your goals. Place these remaining items on your to-do list in the fourth quadrant, which is the “delete” quadrant.

# Eisenhower Matrix for time management

Write down your list of tasks and and separate them by quadrant

List of tasks to do this week:

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Urgent

Not Urgent

Important

Not Important