



Curriculum, programma di formazione e risorse educative aperte

Modulo 5 Gestione Creativa della Vita

IZOBRAŽEVALNI CENTER GEOSS



Sofinancira
Evropska unija

Podpora Evropske Komisije za pripravo te publikacije ne pomeni potrditve vsebine, ki izraža le mnenja avtorjev, in Komisija ne more biti odgovorna za kakršno koli uporabo informacij, ki jih vsebuje.

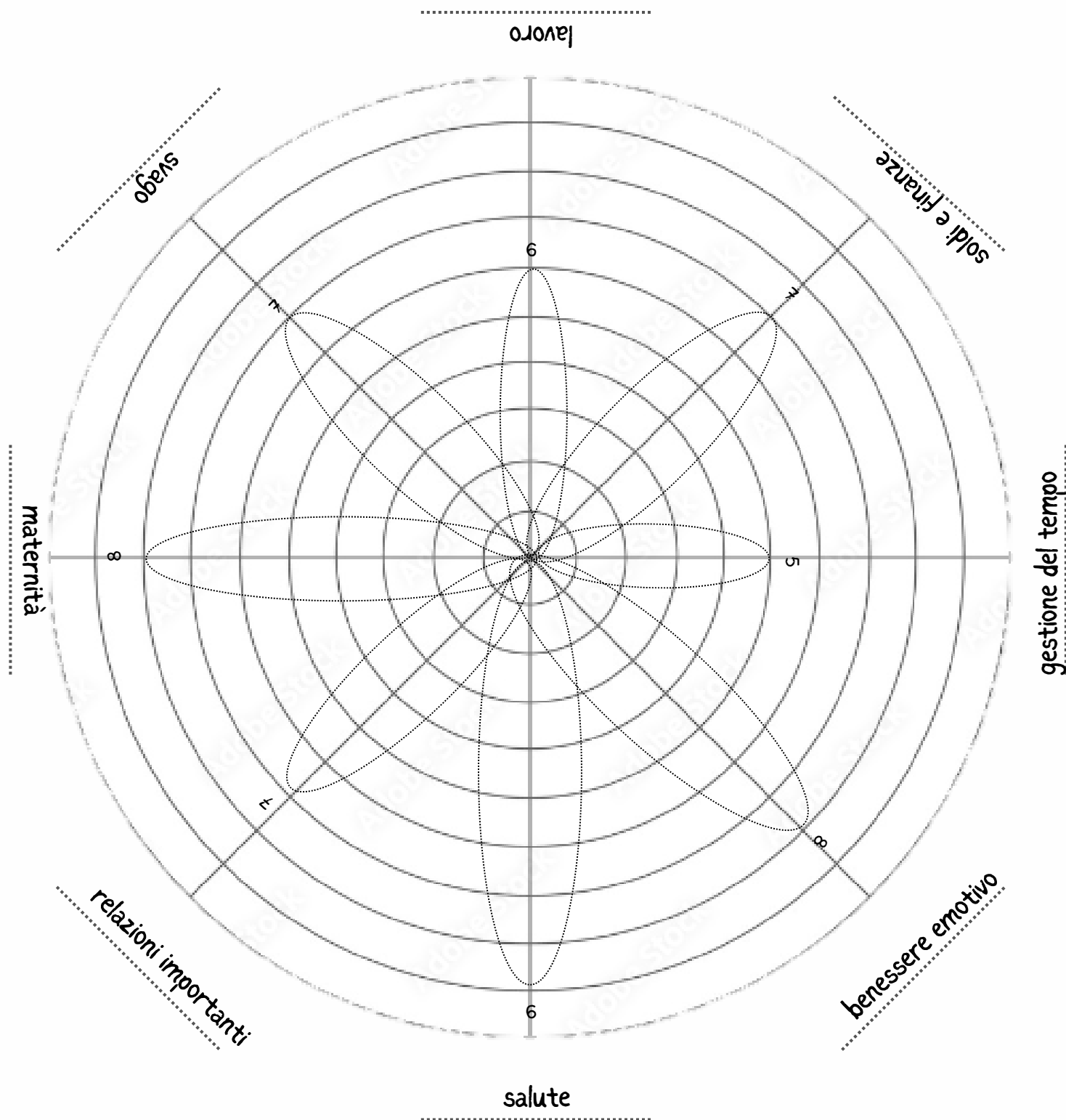
I miei pensieri, le mie idee

gestione
della vita

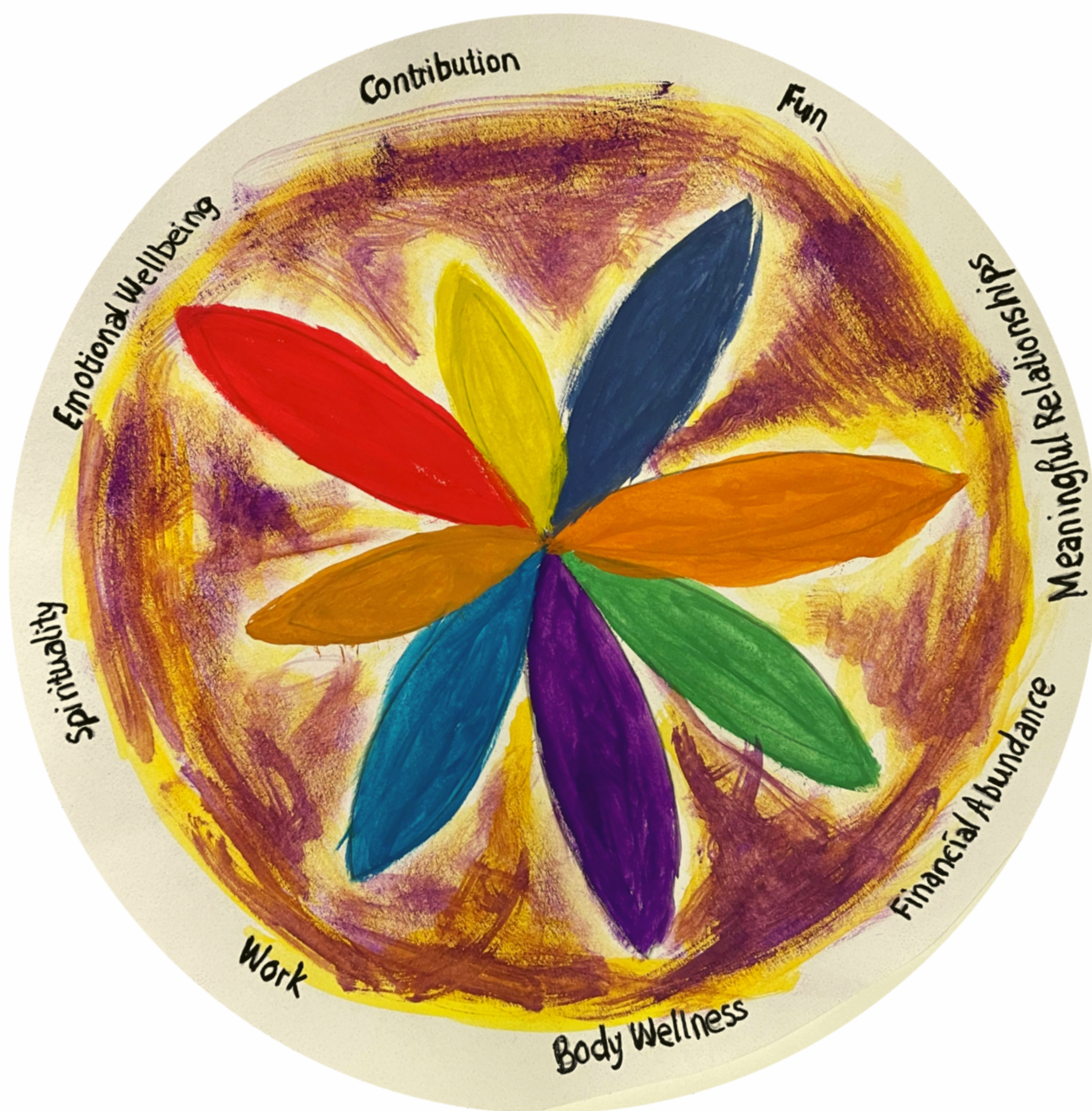
gestione del tempo

Note:

Ruota della vita: esempio

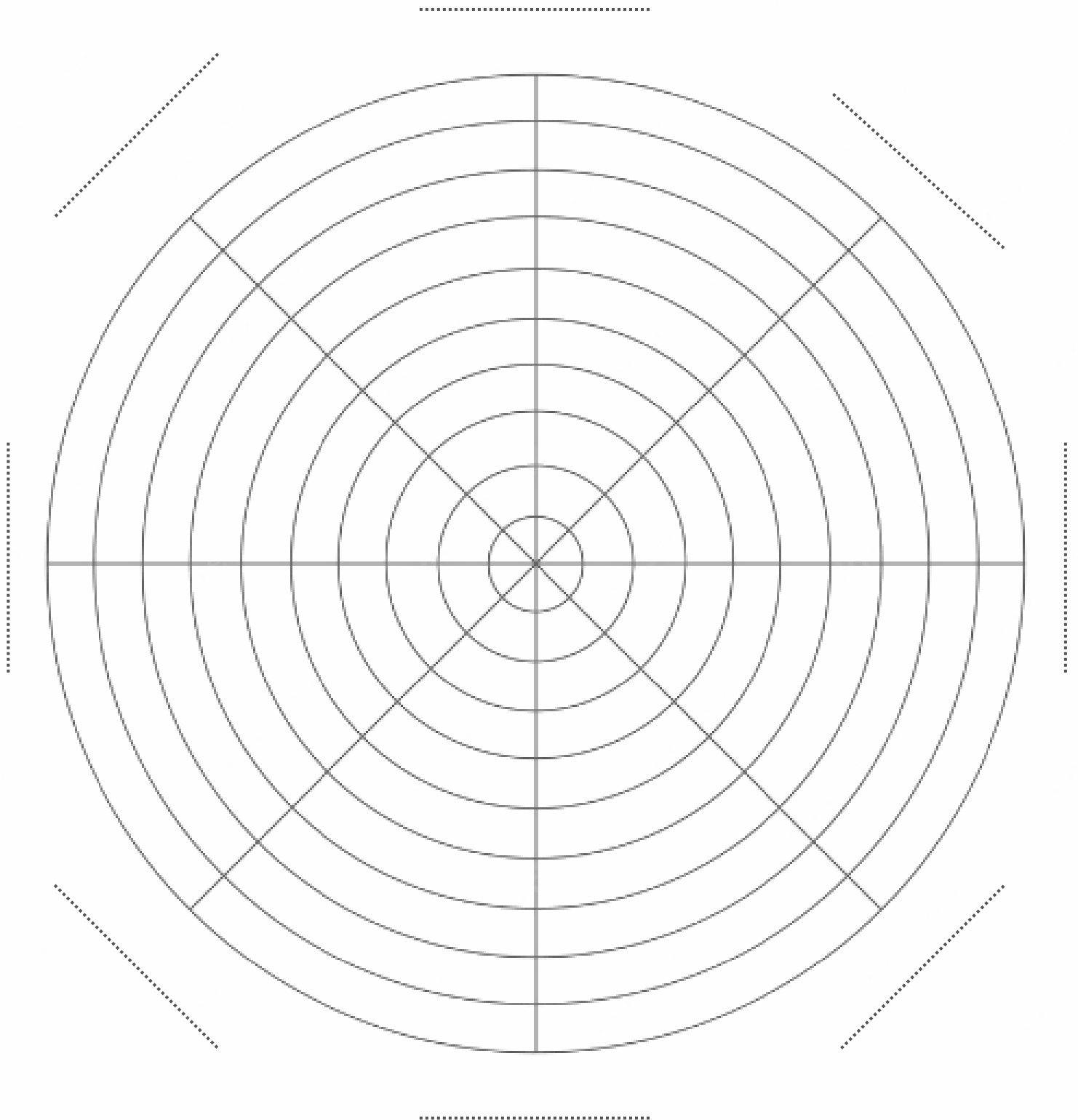


ruota della vita esempio



la mia ruota della vita

Date: _____



salva questo modello

dimensione della vita 1:

dimensione della vita 2:

dimensione della vita 3

dimensione della vita 3

dimensione della vita. 4

dimensione della vita. 4

Valutazione

dimensione della vita. 5

dimensione della vita. 6

Valutazione

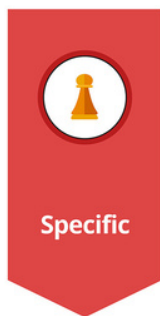
dimensione della vita. 7

dimensione della vita. 8

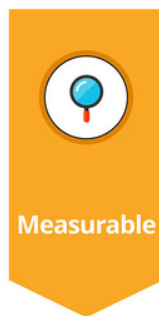
Definire gli obiettivi

SMART GOALS

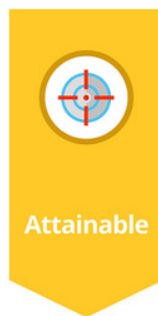
SMART



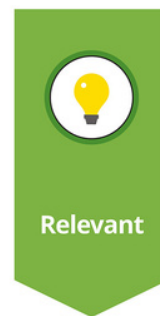
qual è il tuo
obiettivo?



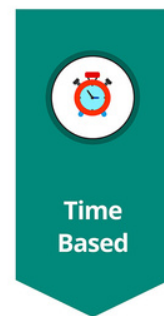
Come farete a
tenere traccia dei
vostri progressi?



Come fare per
raggiungere il
vostro
obiettivo? Fate
un piano!



Come vi
aiuterà questo
obiettivo?



Quando
raggiungerete
questo
obiettivo?

obiettivi SMART *esempio*

dimensione della vita

Salute

Il mio obiettivo è:

To drink more water! I will aim for 6 cupes per day.

Seguirò i miei progressi in base a:

Seguirò i miei progressi annotando quanti bicchieri bevo ogni giorno sul mio telefono o sulla mia agenda.

Raggiungerò questo obiettivo facendo quanto segue:

1. Tengo con me una bottiglia trasparente, in modo da poter capire quanto ho bevuto.
2. Impostare una sveglia per ricordarmi di bere ogni 2 ore.

Questo obiettivo mi aiuta perché:

Questo obiettivo mi aiuterà a essere più sana, ad avere più energia e ad aiutare la mia pelle.

Completerò questo obiettivo entro (data):

Raggiungerò il mio obiettivo entro venerdì 15.

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

SMART goals

Dimension of life:

My goal is:

I will track my progress by:

I will achieve this goal by doing the following:

This goal helps me because:

I will complete this goal by (date):

Daily personal schedule

DATE: _____

06:00

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

23:00

Ideal daily personal schedule

06:00

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

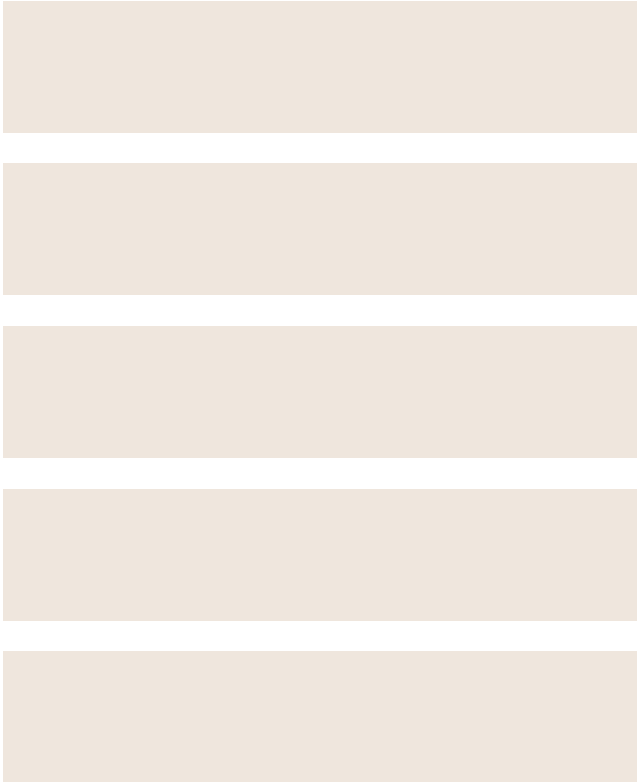
21:00

22:00

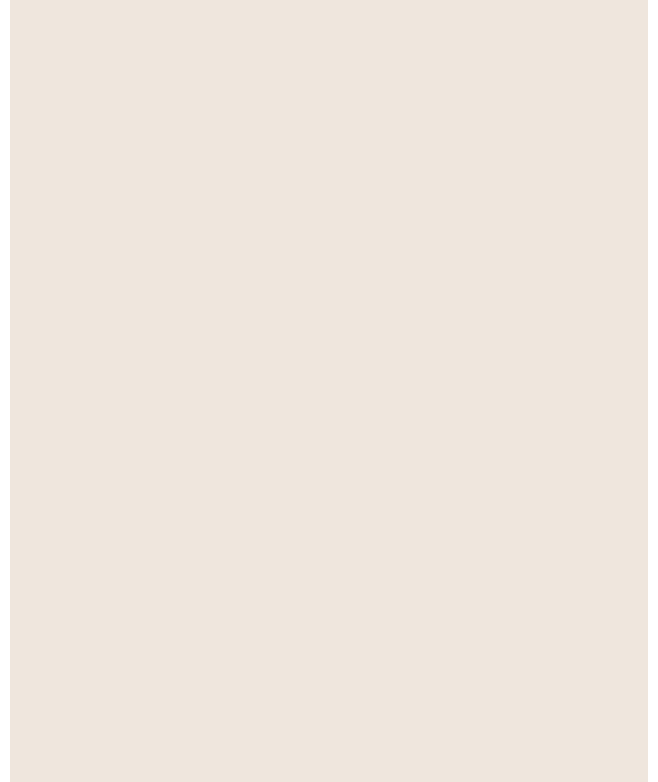
23:00

Time management

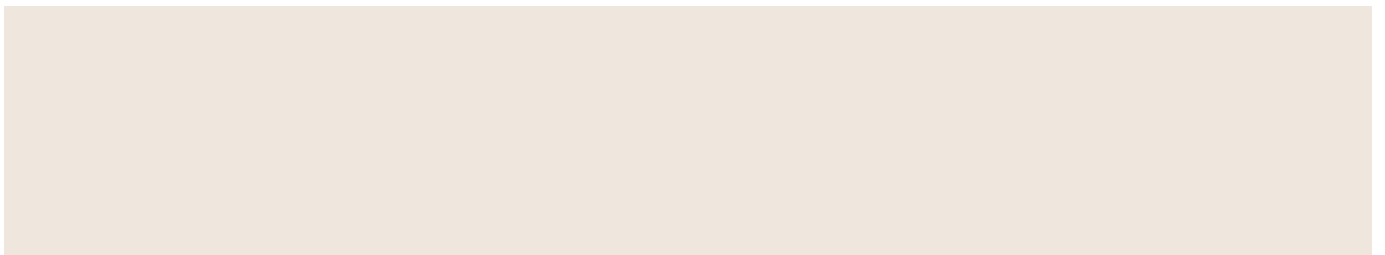
Chores I can delegate or let it go



Priorities



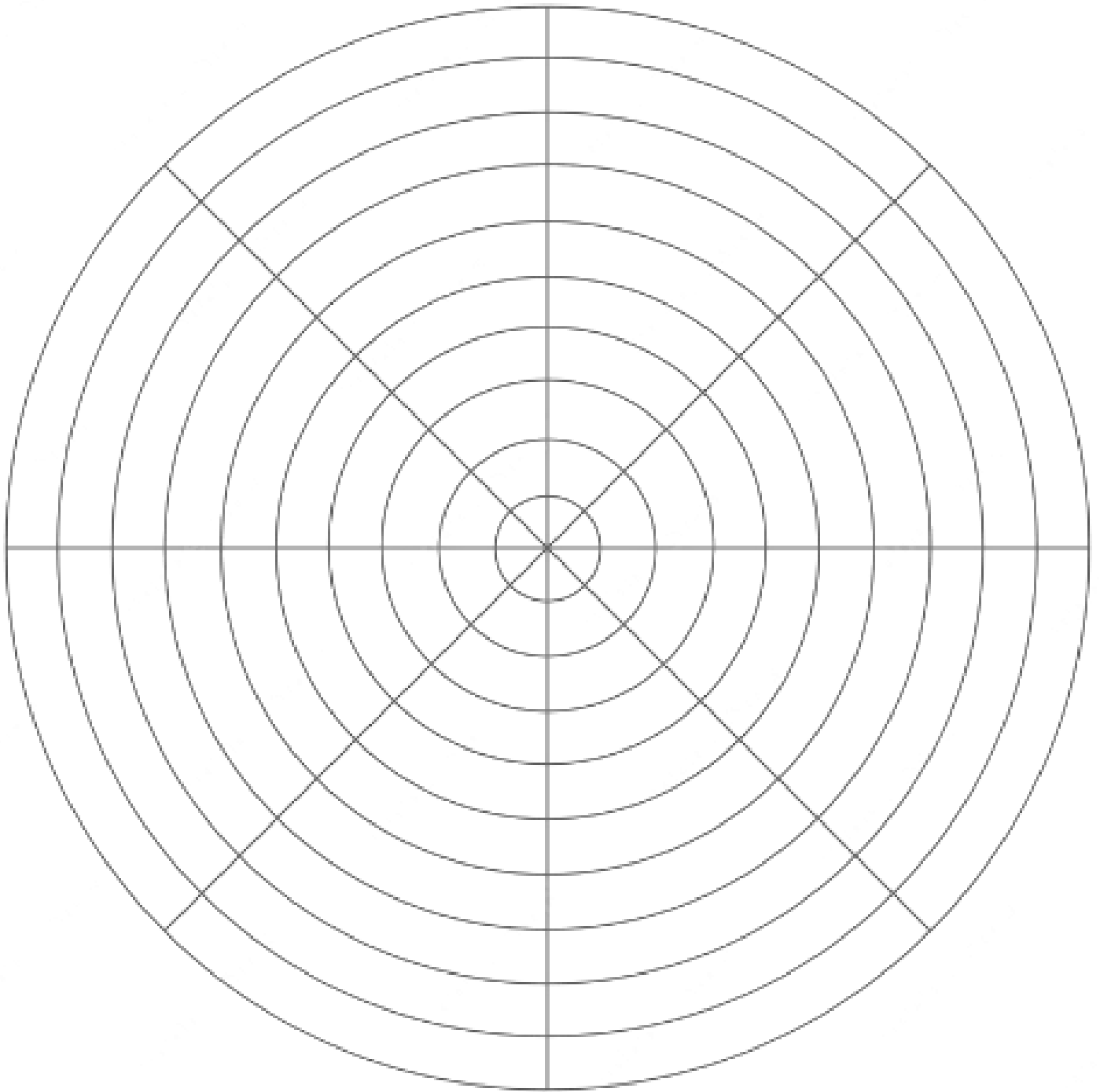
Who can help me and in which area?



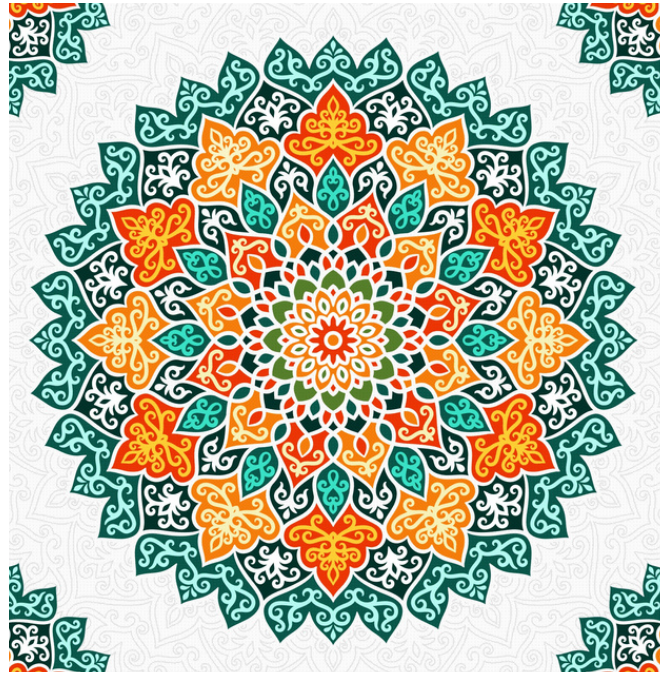
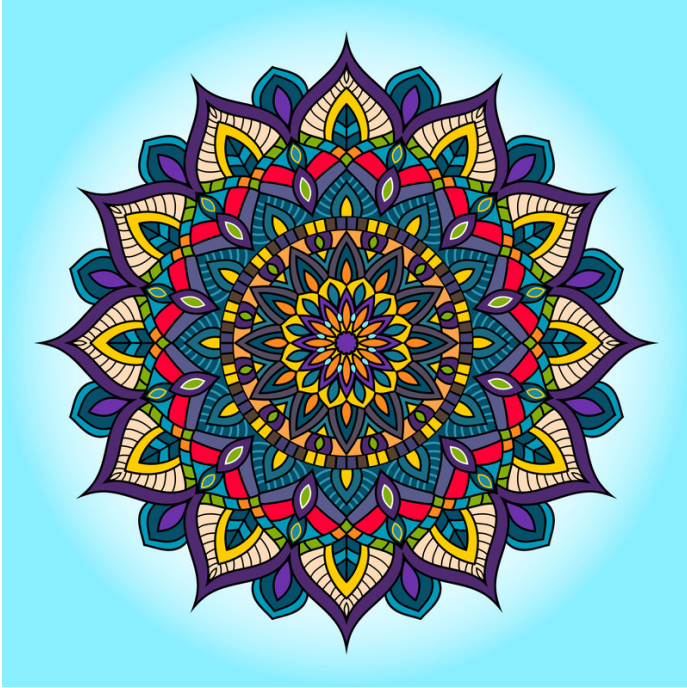
Tips

Get a planner
Stick to your plan
Have a to-do list
Say no!
Reward yourself

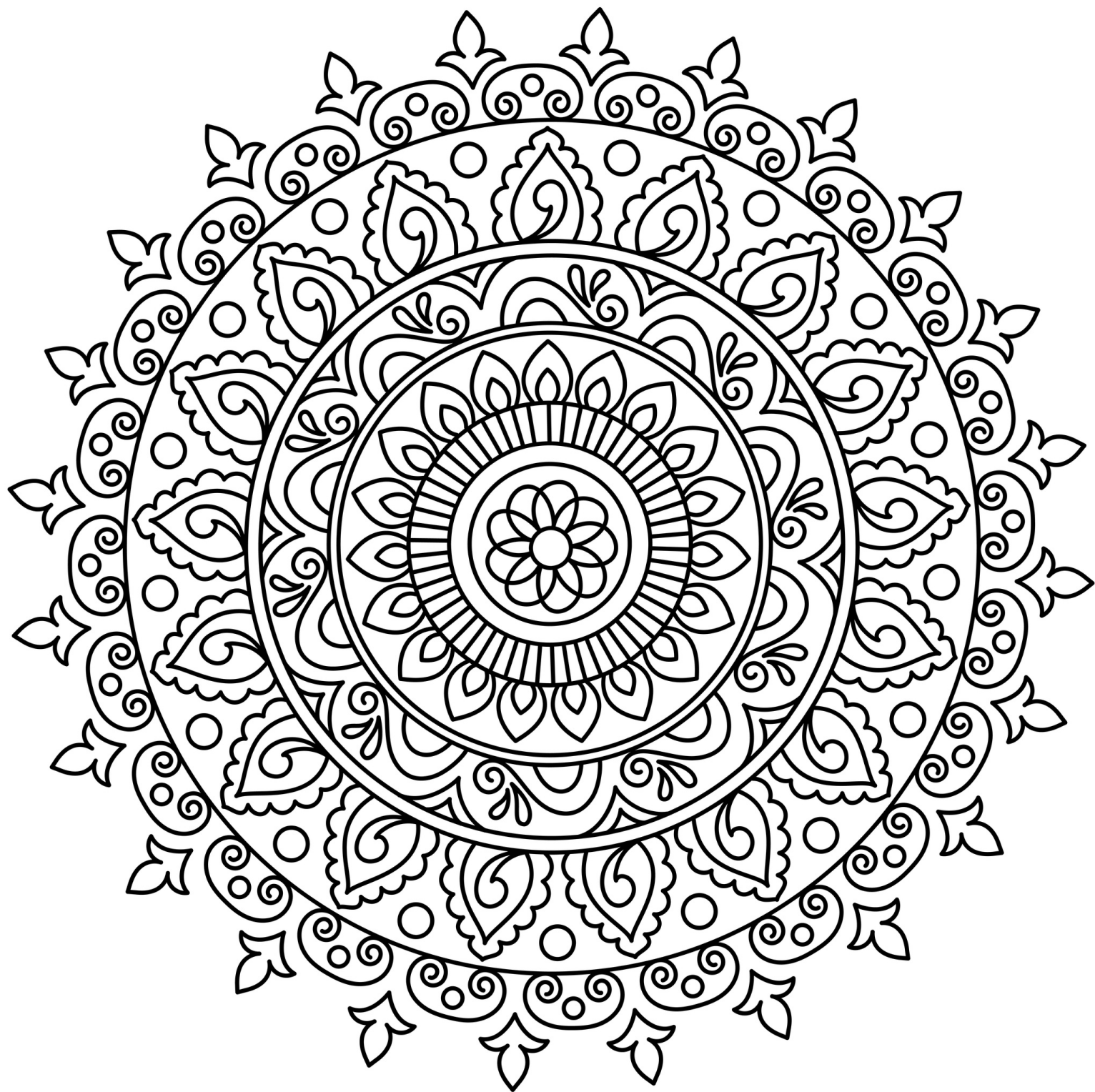
my wheel of life Mandala

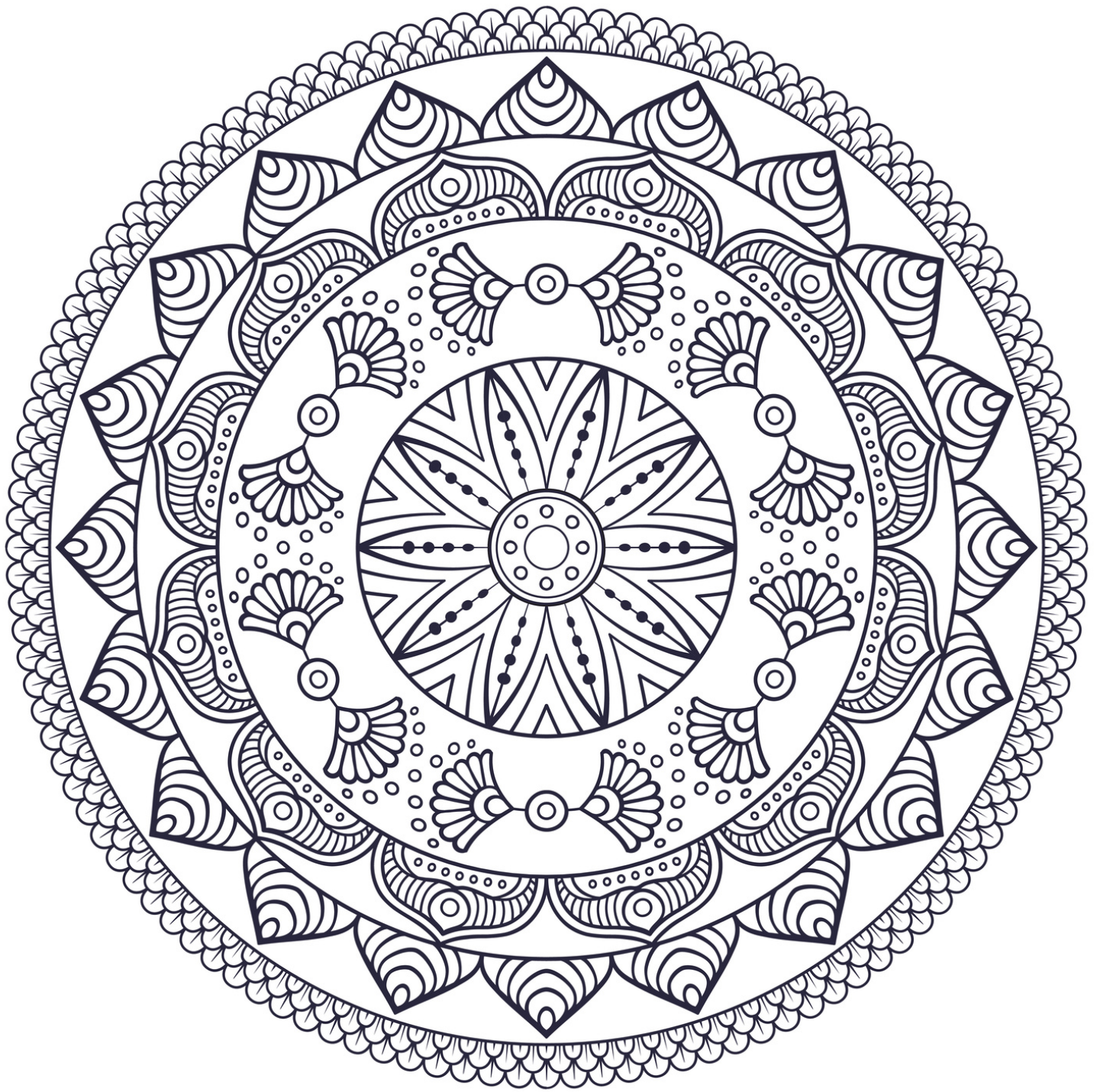


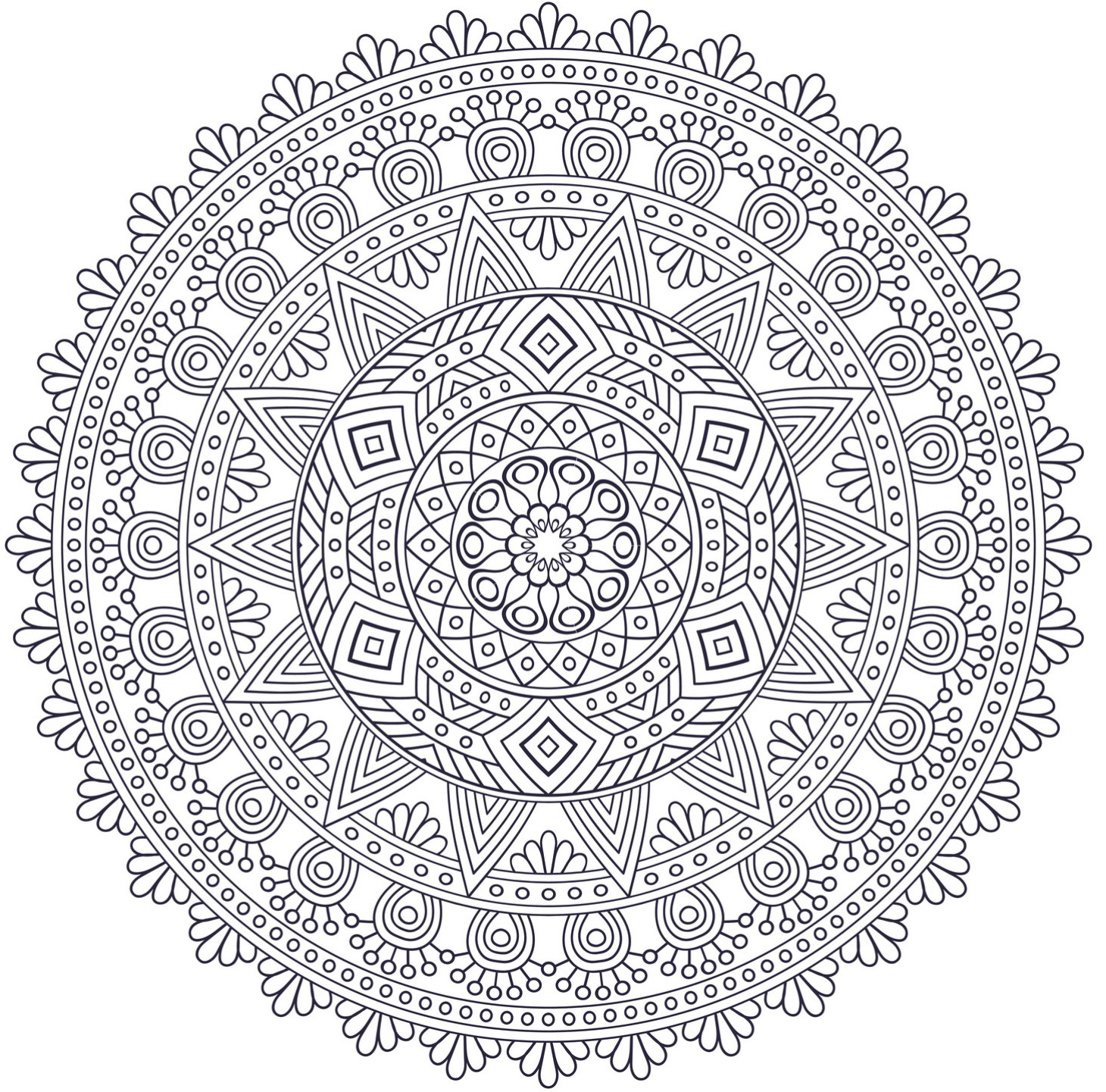
ideas

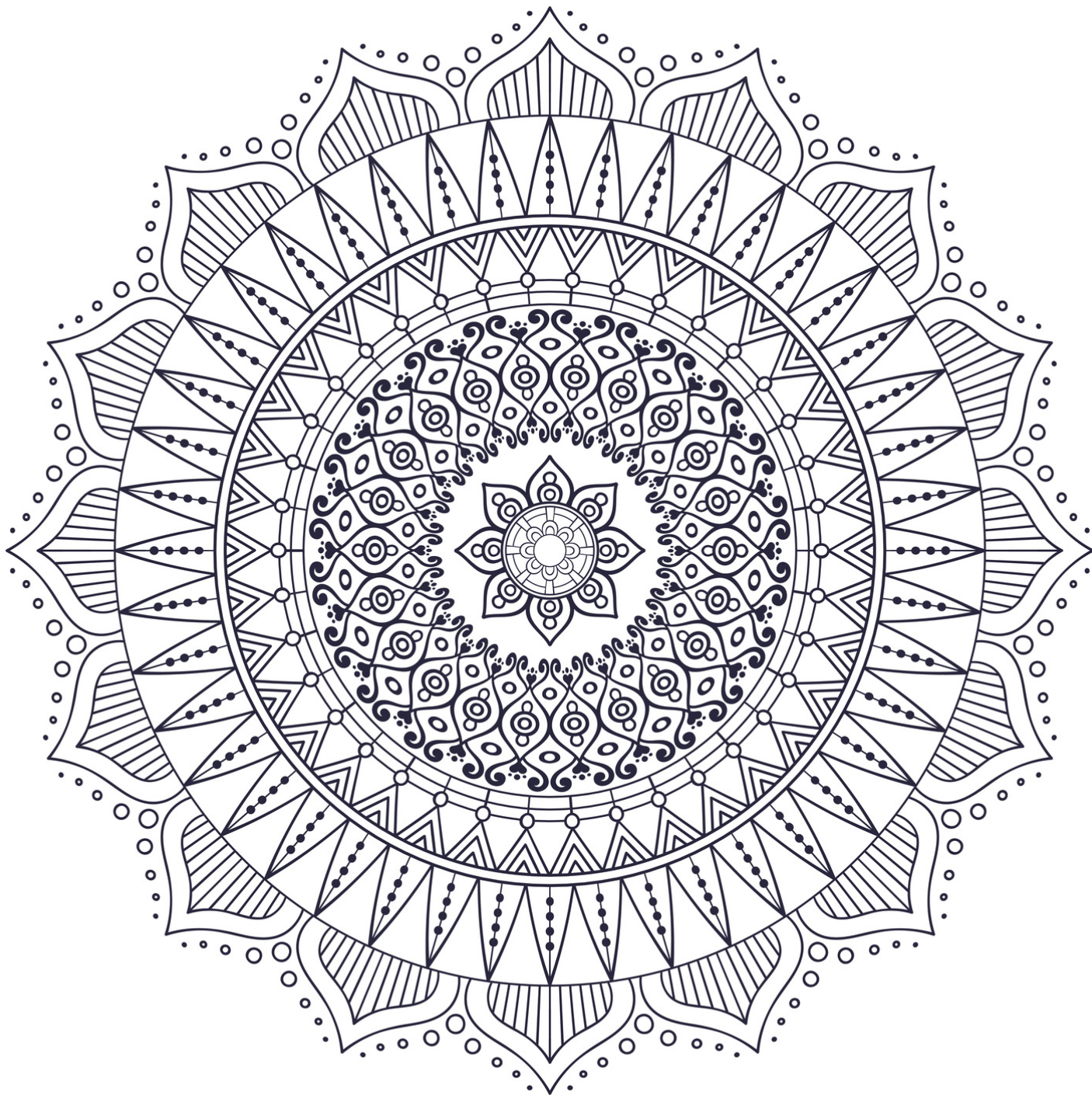


pattern ideas











Curriculum, training program
and open educational resources

FLIPPED MATERIAL

Module 5

Creative Life Management

IZOBRAŽEVALNI CENTER GEOSS



Sofinancira
Evropska unija

Podpora Evropske Komisije za pripravo te publikacije ne pomeni potrditve vsebine, ki izraža le mnenja avtorjev, in Komisija ne more biti odgovorna za kakršno koli uporabo informacij, ki jih vsebuje.

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=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 _____.

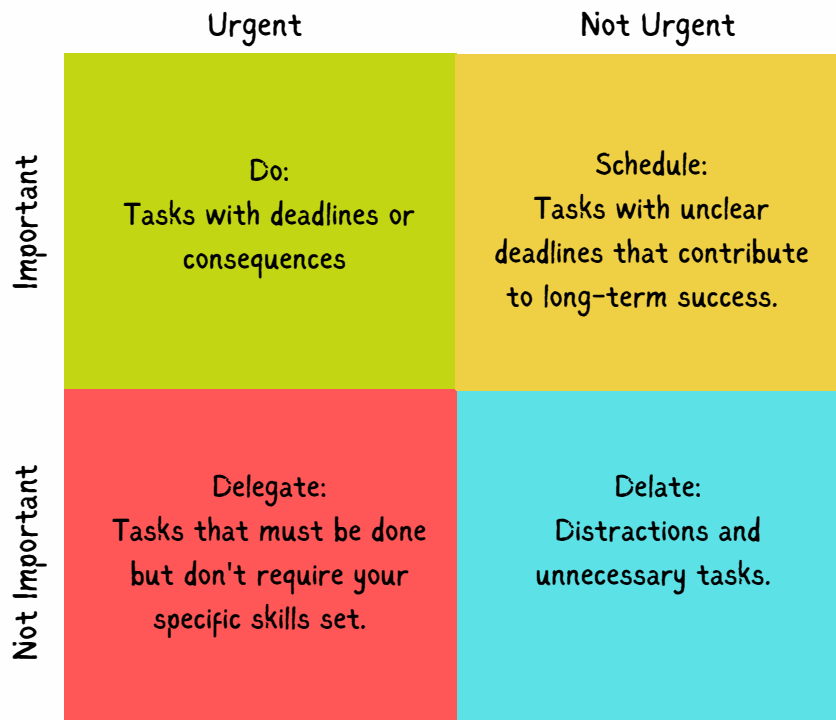
• Record proactive strategies (what you'll do to avoid the obstacle), and • Reactive strategies (what you'll do when you find yourself right in the middle of the obstacle).

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



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:

Urgent

Not Urgent

Important

Not Important

Get inspiration from other working moms



https://www.youtube.com/watch?v=rEOVT3wrO44&ab_channel=TheParentingJunkie

Useful tips I could use in my daily life:

[illegible]



Module 5

Creative Life Management

Homework

WEEKLY PLANNER

Week of _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY/SUNDAY

WEEKLY PLANNER

Week :

Weekly Agenda

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Mantra of The Week :

Weekly Planner

Week of :

Month :

Weekly priorities

- _____
- _____
- _____
- _____
- _____

Reminders

Notes

Sunday	
Saturday	
Friday	
Thursday	
Wednesday	
Tuesday	
Monday	



MONTHLY PLANNER

MONTH :

YEAR :

MON	TUE	WED	THU	FRI	SAT	SUN
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

TO DO LIST

NOTES

Weekly check in

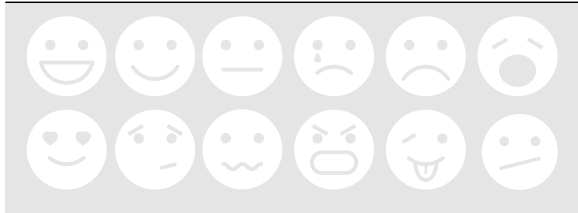
DATE _____

TOP 3 THINGS I DID THIS WEEK

○

○

THIS WEEK I FELT



NEXT WEEK I WANT TO

MOST REWARDING INTERACTION I
HAD THIS WEEK

THINGS I ACCOMPLISHED THIS
WEEK

WHAT WAS THE BEST THING
ABOUT THE WEEK?

MY RANKING OF THE WEEK



my wheel of life

Date: _____

.....

The diagram is a circular 'Wheel of Life' template. It consists of 8 equal segments created by four lines intersecting at the center: a vertical line, a horizontal line, and two diagonal lines. These segments are further divided by six concentric circles, creating a grid of 48 small cells (8 segments x 6 rings). The outermost ring is the largest, and the innermost is the smallest. The entire wheel is centered on the page. There are four dotted lines extending from the outer edge of the wheel towards the corners of the page, one in each quadrant. Additionally, there are two horizontal dotted lines, one above and one below the wheel, each spanning the width of the wheel's diameter.

.....