

Creating Light

REFLECT, GOAL SET, AND
PLAN FOR THE NEW YEAR

Spring 2024



Creating Light

Building on the best parts of fall semester, this guide is designed to support you to intentionally and thoughtfully create a brighter spring semester.

By reflecting on and identifying your values, these pages will guide you through making concrete changes to support your well-being and academic success in the coming months.

Values Identification

step one: identify your values

Options for identifying your values:

1. Use the list on the next pages
2. Complete an individualized inventory at lifevaluesinventory.org
3. Write down names and definitions for your values

step one: identify

Values List

achievement

it is important to challenge myself and to work hard to improve

belonging

it is important to be accepted by others and to feel included

concern for environment

it is important to protect and preserve the environment

concern for others

the wellbeing of others and helping others are important

creativity

it is important to have new ideas, create new things, or be creatively expressive

financial prosperity

it is important to be financially successful

health & activity

it is important to be healthy and physically active

step one: identify

Values List

humility

it is important to be humble and modest about my accomplishments

independence

it is important to have a sense of autonomy with my decisions and actions

interdependence

the expectations of my family, social group, team or organization are important

objective analysis

it is important to use logical principles to understand and solve problems

privacy

it is important to have time alone

responsibility

it is important to be dependable and trustworthy

spirituality

it is important to have spiritual beliefs that reflect being a part of something greater than myself

step one: identify

My Top Values

Value #1

Value #4

Value #2

Value #5

Value #3

Values Reflection

step two: reflect

Review the reflection questions on the following pages.

Choose 3-5 questions that seem most pertinent to you to reflect on.

Use the journal pages to write your reflections down.

step two: reflect

Reflection Questions

What is positive about having your top values high in your ranking? What's stressful?

What are the influences that shaped the formation of your top values?

How have your top values changed or stayed the same in recent years? Do you imagine they'll change in the future?

How do your top values get expressed? How would others know they're values?

What does a healthy expression of these values look like for you? Unhealthy?

What fears are attached to your top values? How do you manage those fears?

Which value is currently causing you the most fulfillment? Why?

Which value is currently causing you the most stress? Why?

Which value has changed the most for you in the past year? Why?

Which value do you hope to affect most in the next year? How?

Which value do you gravitate towards during times of change or stress? How does that work well or present challenges for you?

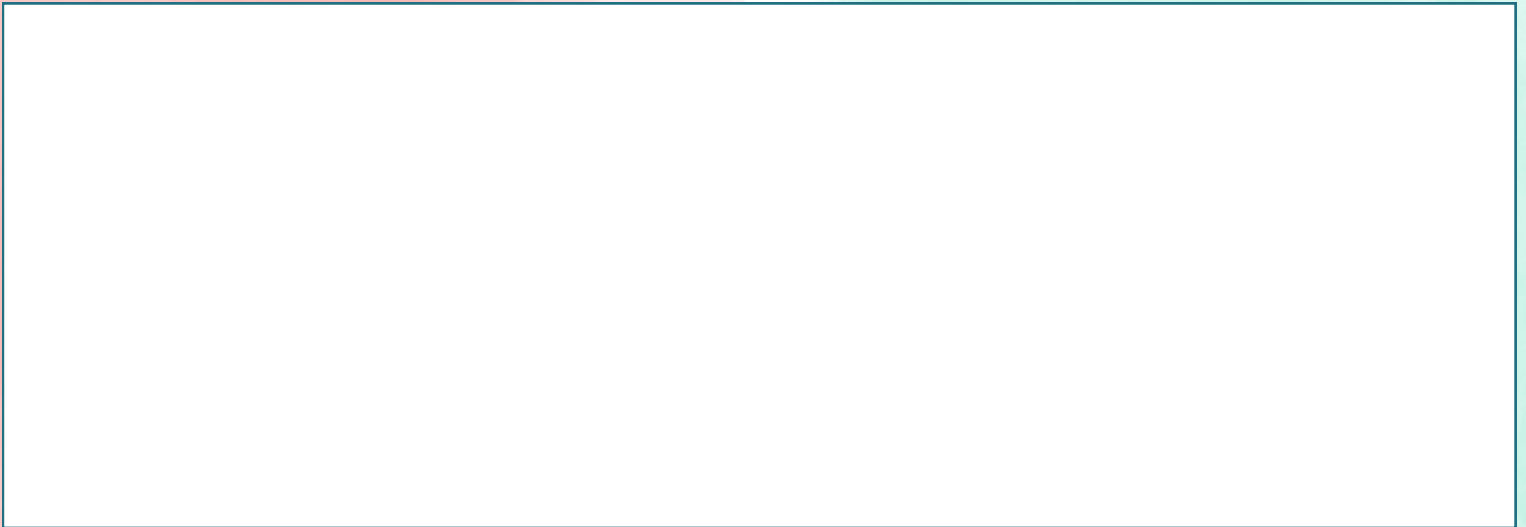
Which personal values reflect your family culture and which represent departures?

How value feels most difficult to express or marginalized in your current environment?

Which value are you hardest on yourself and others about, in terms of judgement?

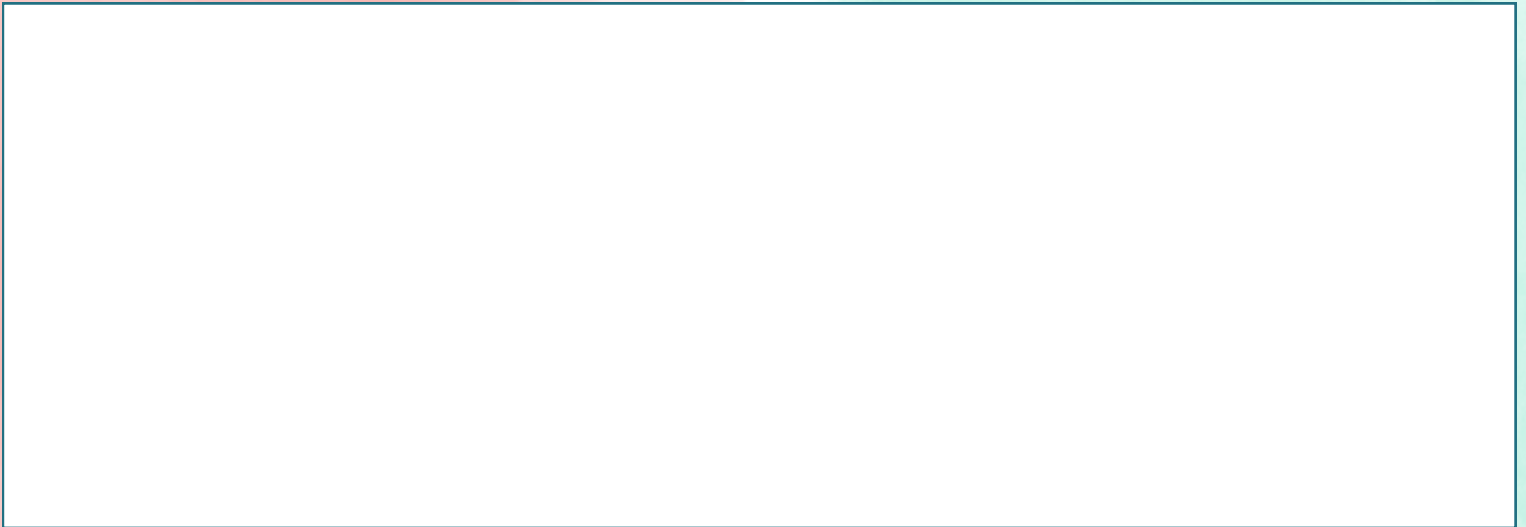
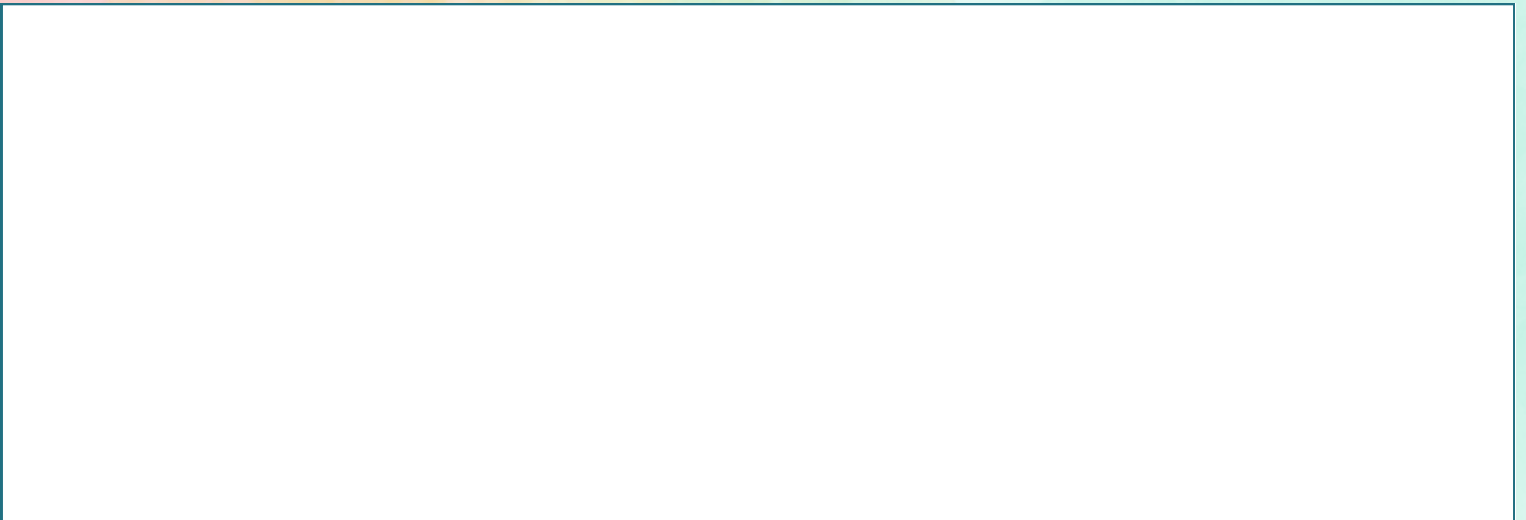
step two: reflect

Journaling Pages

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step two: reflect

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Creating Light

step three: plan

Rely on your values as a guide.

Build from the best parts of the previous semester.

Use the following reflection questions and worksheets to guide your goal setting and schedule planning for the coming semester.

step three: plan

Creating Light

Reflection questions to help you use your values as a guide for the coming semester:

What is the most right devotion of my time and energy?

How do my values guide my decisions, goals, and energy?

Which values-based goals or intentions will guide my choices in the near future?

When I feel overwhelmed or stressed, what are ways my values can guide me?

What are values-based behaviors that I can focus on in the short or long term?

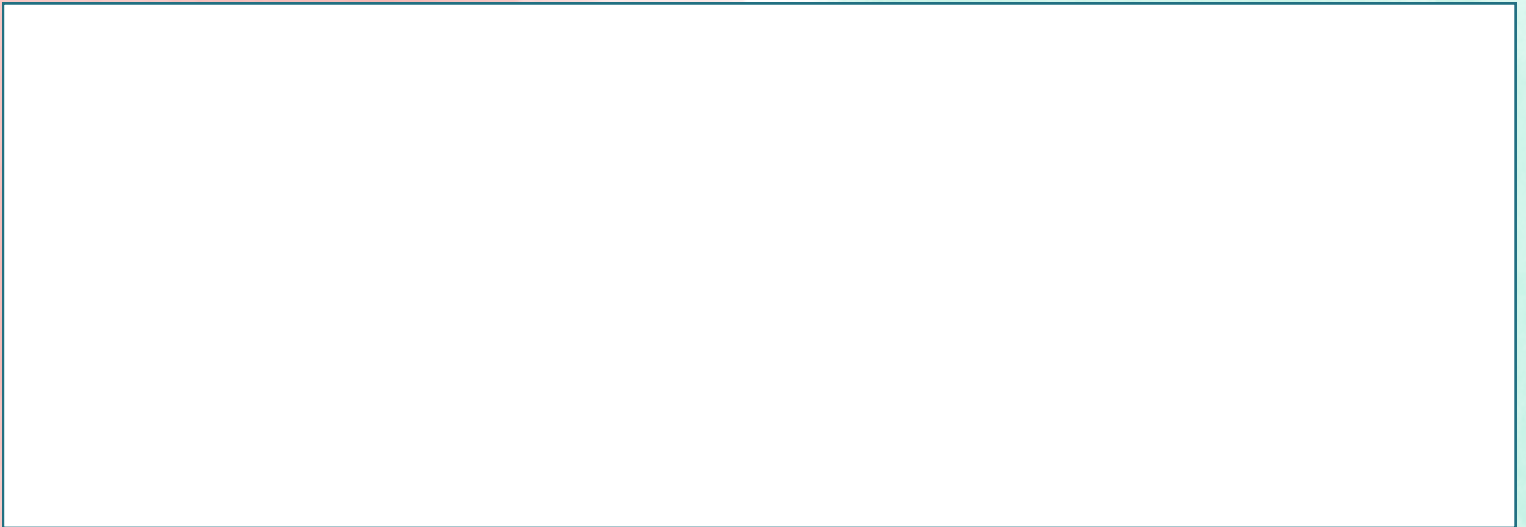
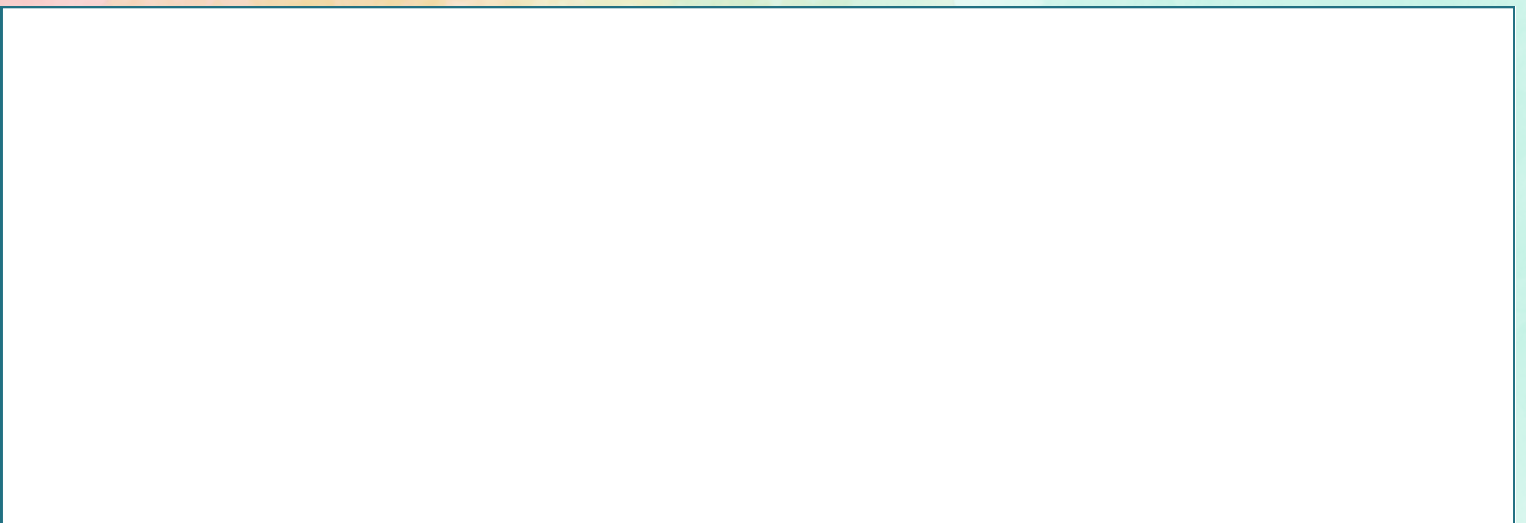
How will I practice acceptance when other experiences get in the way of my values-based intentions?

How will I celebrate my accomplishments?

How will I use my experiences to learn and help me grow?

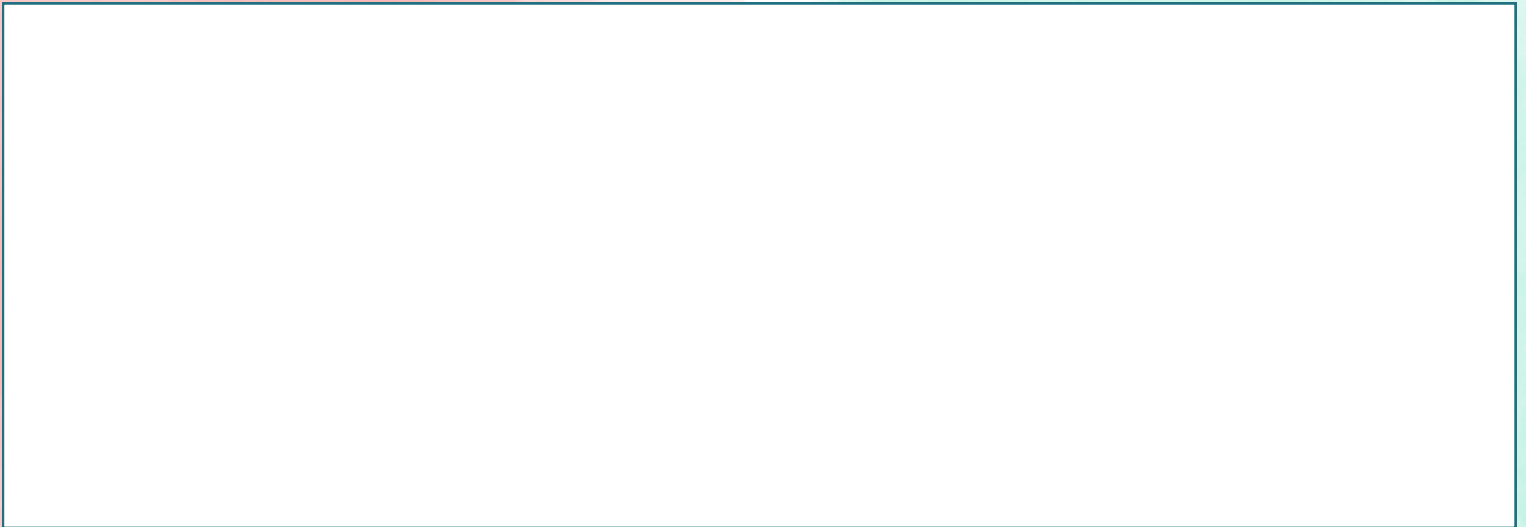
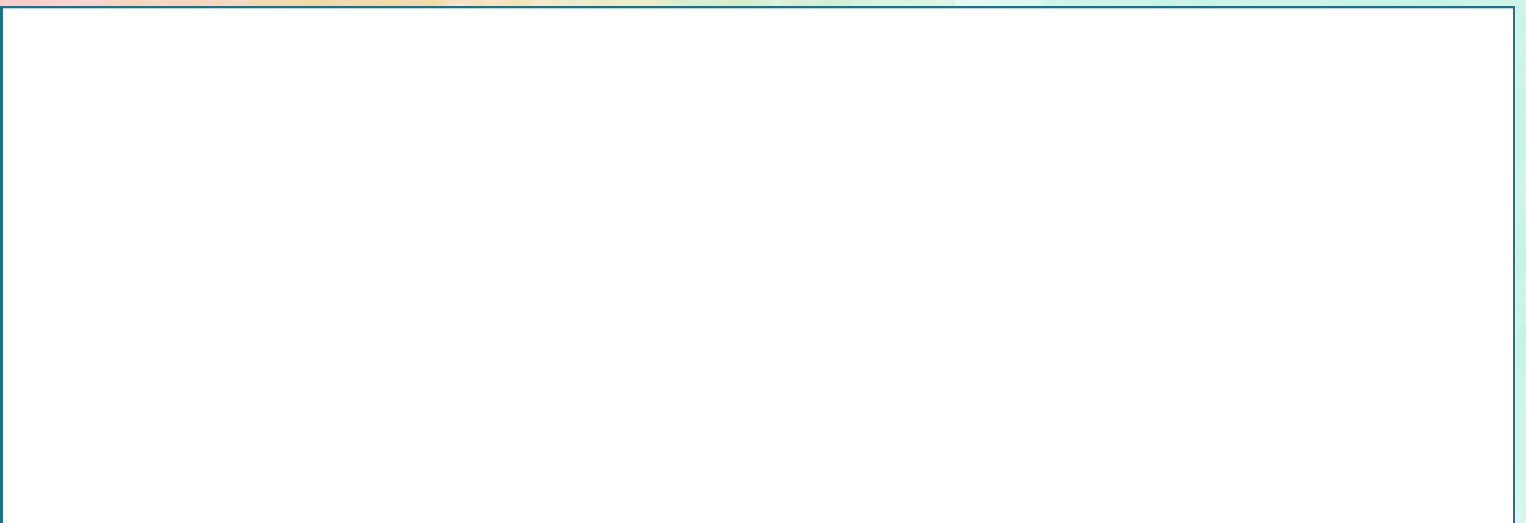
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step three: plan

Creating Light

Reflection questions to help you build on the best parts of last semester:

What aspect of last semester are you most proud of?

What was the most memorable part of last semester?
What aspects made it so memorable?

How did your individual strengths support your
“success” last semester?

When did you feel a sense of well-being? What were
key aspects of that event that made you feel that way?

When did you feel a sense of belonging? What were
key aspects of that event that made you feel that way?

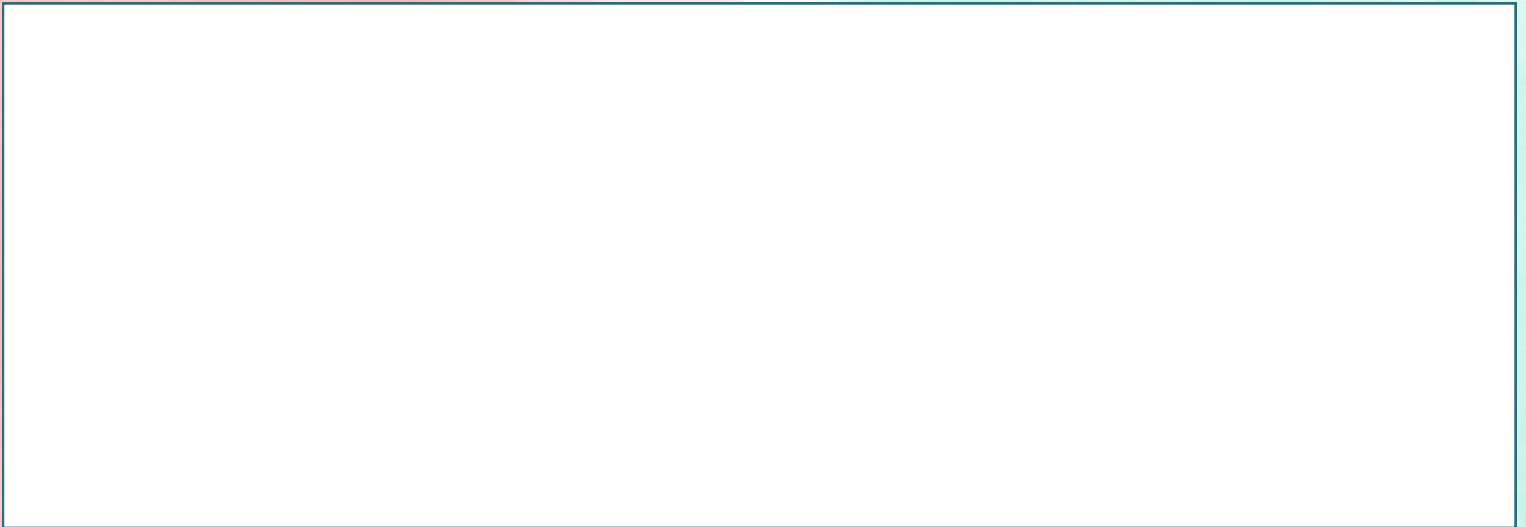
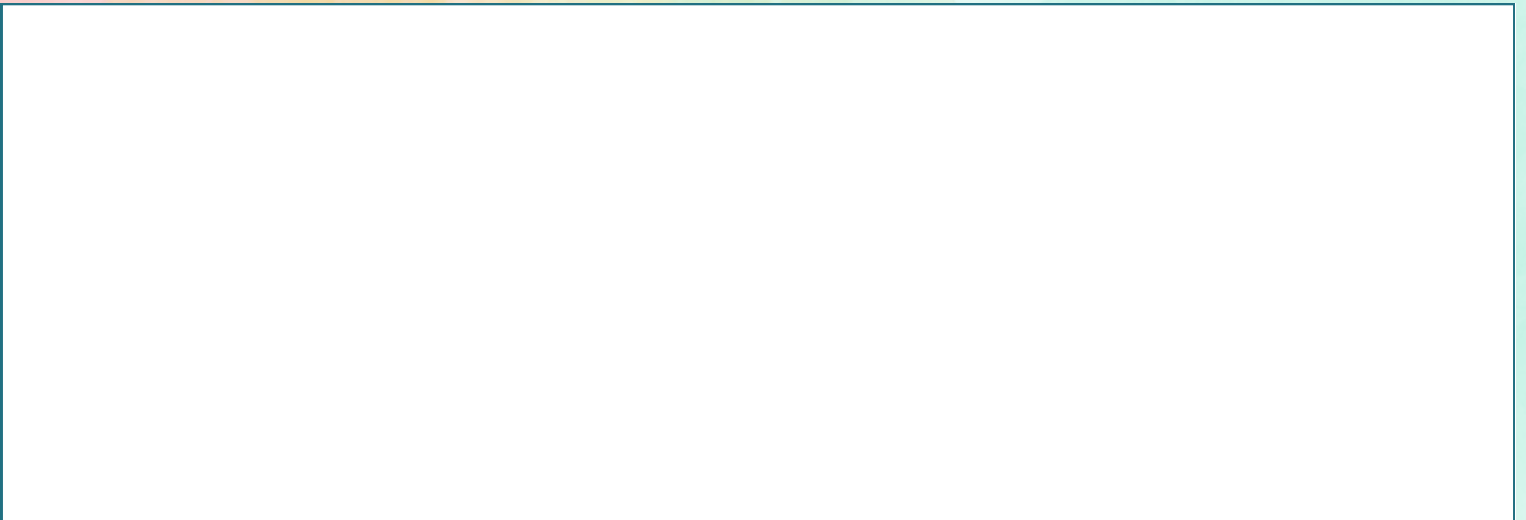
What is most exciting about the future?

What inspired you to move toward growth last
semester?

When did your values play a key role in your choices?

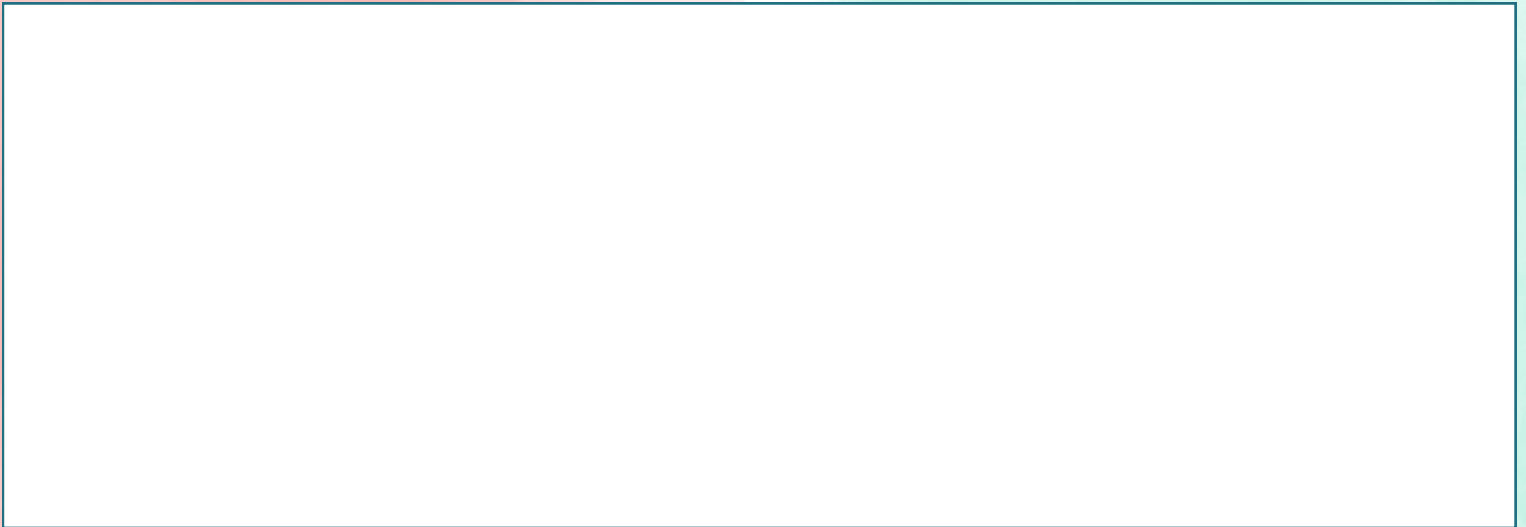
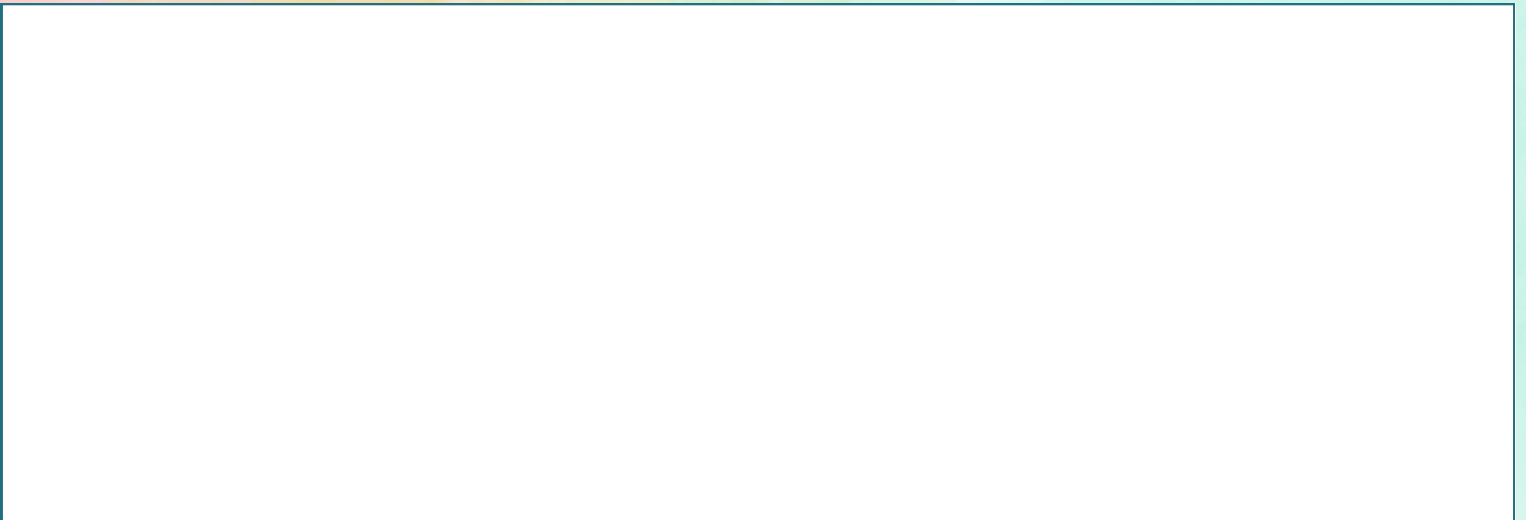
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step three: plan

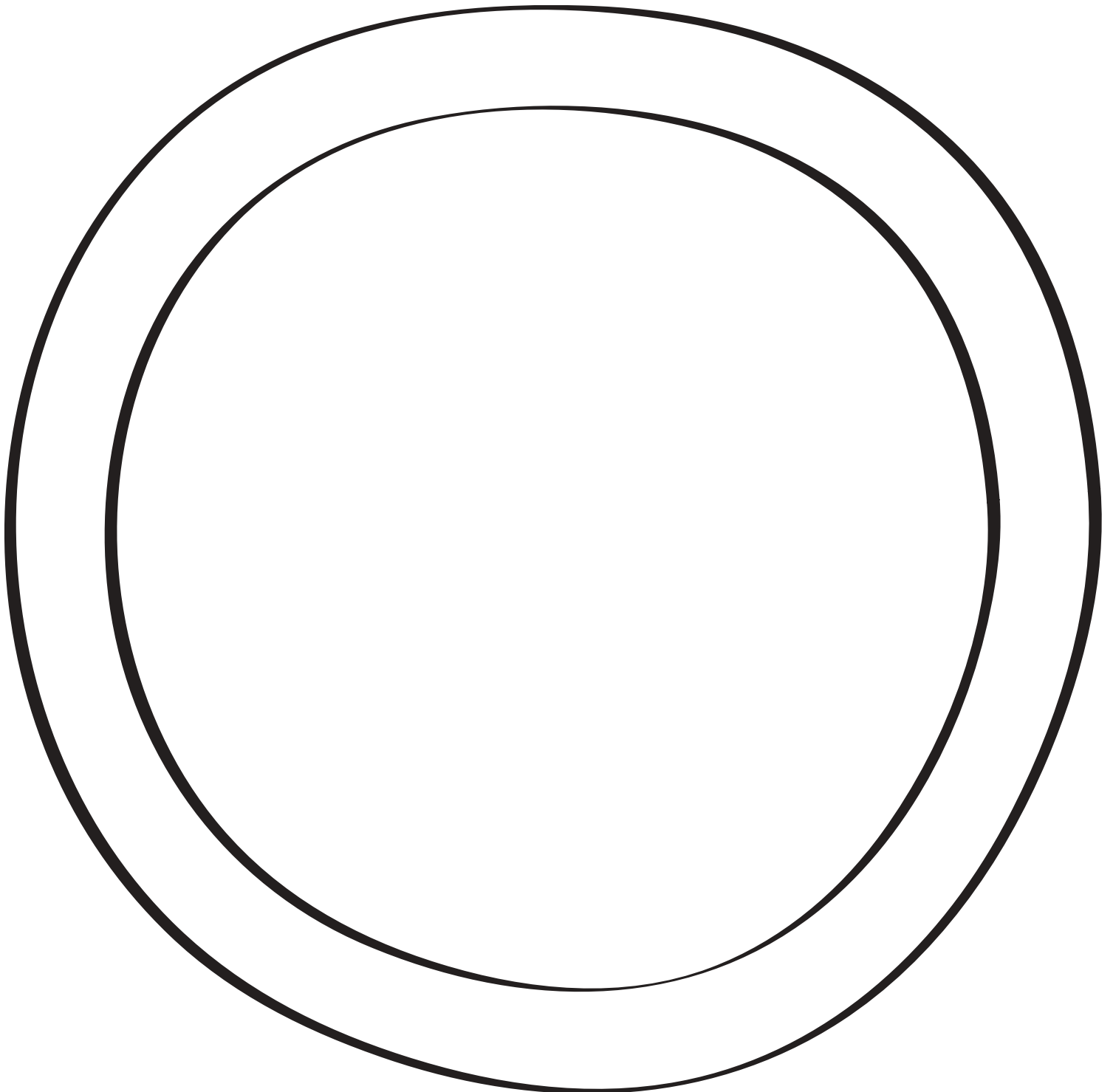
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step three: plan

What's on your plate?

Make a list or draw all the things on your plate this semester.



step three: plan

What's on your plate?

Use the instructions below to explore the relative importance and prioritization of various things on your plate.

REVIEW YOUR PLATE

Did you include things beyond classes and extracurriculars, such as exercise, self-care, cultivating relationships with family, friends, and/or significant others, or spiritual or religious practices? Are your top values represented in the activities on your plate?

IDENTIFY AREAS OF CONTROL AND IMPORTANCE

Circle the things that you have control over. Star things that align with your top values.

PRIORITIZE

Indicate what's most important to you and what's less important by using underlines or strikethroughs.

PLAN

Use the next pages (or the planner you already use) to map out your semester.

step three: plan

Calendar Planning

- ✓ 1. Enter these events into your calendar
 - a. Utilize the Google Calendar tools to create repeating events so that your schedule carries over weekly
 - b. Add in important dates, exams, deadlines, etc. through the end of the semester
 - c. Be sure to include ALL parts of your schedule, including the “moveable” things that things you need/want to do that aren’t required to be done at a specific time. This makes it more likely that you will remember and do them.
- ✓ 2. Start with listing out your fixed commitments:
 - a. Begin with commitments such as class and lab/tutorial sessions, work shifts, club meetings, practices, and any other non-negotiable activities.
- ✓ 3. Schedule in other obligations or events that are variable/moveable:
 - a. Add time slots for participating in clubs, sports, or any other extracurricular activities you're involved in that might not have set time commitments (such as clubs with optional meetings).
 - b. Also include time for other activities and events that may pop up from week-to-week.
- ✓ 4. Block out regular study/work time:
 - a. Allocate specific time blocks for studying and completing assignments.
 - b. Consider putting these time slots during your peak productivity hours, especially for completing more challenging tasks.

step three: plan

Calendar Planning

5. Include time for movement:

- a. Incorporate regular exercise for physical well-being.
- b. Aim for at least 20 minutes of movement per day, with longer chunks of time 3-4 times per week.
- c. Choose activities you enjoy to make it a sustainable part of your routine, and don't be afraid to mix it up!

6. Schedule socializing:

- a. Dedicate time to socialize with friends and family.
- b. Plan regular breaks during the week to for social well-being.
- c. Schedule a few meals each week to eat with friends.

7. Include time for spirituality and reflection:

- a. If spirituality is important to you, allocate time for practices such as going to mass, meditation, prayer, or attending other religious events.
- b. Consider integrating practices that are meaningful to you into your morning or evening routine.

8. Prioritize rest:

- a. Indicate a regular bedtime to aim for each night.
- b. Block out a few times each week specifically for relaxation and self-care.
- c. Schedule downtime to prevent burnout and support healthy emotional well-being.
- d. Activities like reading, listening to music, or watching a movie can be great for relaxation.

step three: plan

Calendar Planning

Other tips for scheduling:

1. Be flexible:

- a. Understand that unexpected events may arise, and flexibility is key.
- b. Try to include some wiggle room in your schedule to accommodate unforeseen circumstances.

2. Utilize time management tools:

- a. Use Google Calendar or scheduling apps to help stay organized.
- b. Set reminders for important deadlines and events.

3. Review and adjust:

- a. Take some time at the beginning of each week (such as Sunday evening) to review your schedule for the week and adjust and additions or changes.
- b. Regularly assess your schedule's effectiveness and make adjustments as needed.
- c. The key to a successful schedule is finding the right balance for your unique needs and values and making sure that you are continually filling your tank, rather than waiting until you're completely out of gas to refuel.

MON TUES WED THU FRI SAT SUN

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

12 AM

Digging Deeper

additional values reflection

Interested in exploring your values more?

Use the following guided worksheet to better understand how your values show up in your life.

Repeat for as many of your values as you'd like to explore.

digging deeper: values reflection

Expression of Values

Our values can be expressed in various ways in our life, in ways that are healthy and other times, in ways that may lean toward unhealthy. For your top 3 values, use these questions to explore what healthy and unhealthy value expression looks like for you.

Name of top value:

Healthy expression of this value looks like:

Unhealthy expression of this value looks like:

How are you currently expressing this value in a healthy way?

What factors cause you to shift from healthy to unhealthy expression?

Creating Light

My guiding values are:

I'll know I'm living out my values when:

The bright spots that I'll celebrate are:

I'll be kind to myself or take care of my self by:

"Success" will look like:

More Resources

Executive Functioning Support
from the Center for Student
Support and Care

Additional Time Management
Resources from McWell

The Most Productive Way to
Schedule Your Day.

Making a Schedule