

Counseling and Psychiatric Services

Getting It Done Handout

The Life Compass

In the main part of each large box, write a few key words about what is important or meaningful to you in these areas of life: what sort of person do you want to be? What sort of personal strengths and qualities do you want to have?

If a box feels irrelevant or you get stuck, leave it blank, and return to it if something comes to you. It's okay if the same words appear in several boxes: this will help you identify core values.

Once you've done that for all boxes, in the upper small square inside each, mark on a scale of 0-10 how important these values are to you at this point in your life (0 = no importance, 10 = extremely important). Finally, in the lower small square inside each box, mark on a scale of 0-10 how effectively you are living by these values right now (0 = not at all, 10 = living by them fully).

Take a look at what you've written. What does this tell you? What's important in your life? What might you currently be neglecting? When looking over this document, imagine how to weave these different values into your life.

<p>School/Education</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>	<p>Free Time/Recreation</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>	<p>Work/Job/Career</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>	<p>Mental/Physical Health</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>
<p>Spirituality/Religion</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>	<p>Family</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>	<p>Intimate Relationships</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>	<p>Friendships/Social</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 5%; right: 5%; width: 15%; height: 15%;"></div><div style="position: absolute; bottom: 5%; right: 5%; width: 15%; height: 15%;"></div></div>

Adapted from Harris, R. (2008). *The happiness trap: How to stop struggling and start living*. Boston, MA: Trumpeter Books.



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SMART Handout

S: Specific

- We're more likely to reach our goals with a specific target in mind.
- Specific goals must answer the who, what, when, where, and why.
- A vague goal would be "I want to get in shape," while a specific goal would be "I will go to the gym three days a week."

M: Measurable

- How will you know you have achieved your goal? Define the measurements you will monitor.
- Measurements should be made of clear, defined criteria (a pathway to completing the goal).
- Shoot for high goals that are still realistic; having enough of a challenge can be a motivator.
- Completing measurable goals will offer a sense of accomplishment. Vague goals are to open-ended to measure progress and complete.
- M also stands for meaningful—something that really matters to you!

A: Attainable

- Start small: by accomplishing small, attainable goals you will build self-confidence, which will prepare you to work on larger and progressively more challenging goals in the future.
- Don't underestimate yourself: select goals that still push you to grow and offer motivation.
- Avoid setting goals that are too demanding, or for which you may lack the resources (time, health, skills, finances, etc.); it's important that you have control over accomplishing your goals.

R: Relevant (pointing to values)

- Select goals that are important to you, based on your values, and that impact your life.
- Ask: does this goal take me where I want to go? Does it enrich my life?

T: Time-bound

- Having specific time frames enables goal completion. Set deadlines and be positive, i.e. "I have 15 minutes for the elliptical today" instead of "Maybe I'll exercise today, if there's time."
- Specify goals based on your current schedule, workload, and knowledge of time commitments.
- Structure a goal that you can track, see progress from, and be excited to continue.

Questions to consider while setting goals:

1. Am I prepared to make the commitment to reach this goal?
2. Am I willing to shift my habits to see positive change?



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Getting It Done – Remotely!

Helpful Resources

CU Boulder Links:

CU Boulder Academic Advising Center (Helpful for creating structure!)

- Academic Success Tips
 - <https://www.colorado.edu/artssciences-advising/tips-success>
- Transitioning To Remote Learning
 - <https://www.colorado.edu/artssciences-advising/remote-learning>
- CU Boulder Student Perspectives on Remote Learning
 - <https://www.colorado.edu/artssciences-advising/remote-learning/student-perspectives-remote-learning>

CU Boulder Health & Wellness

- Ways to Stay Motivated
 - <https://www.colorado.edu/health/2020/04/27/4-simple-ways-stay-motivated>
- 6 Tips to Make it through Finals
 - <https://www.colorado.edu/health/2020/04/21/6-tips-make-it-through-finals>
- **Substance Use Concerns: CU Collegiate Recovery Center**
 - <https://www.colorado.edu/recoverycenter/about-cucrc>
 - The CU Collegiate Recovery Center (CRC) is currently providing all support meetings via Zoom. Please contact CRC staff at cucrc@colorado.edu or call [303-492-9642](tel:303-492-9642) for information on how to connect.

Brief Web Articles:

- Feeling Scatterbrained? Here's Why
 - <https://www.nytimes.com/2020/04/09/us/quarantine-mental-health-gender.html>
- Zoom Exhaustion is Real. Here Are Six Ways to Find Balance and Stay Connected
 - <https://www.mindful.org/zoom-exhaustion-is-real-here-are-six-ways-to-find-balance-and-stay-connected/>
- That Discomfort You're Feeling Is Grief
 - <https://hbr.org/2020/03/that-discomfort-youre-feeling-is-grief?fbclid=IwAR2NpMe5VtEb1v0XuVmWZkXCiMSlvHeUsInZIKbaStDzEb6PIM3sXUEiHKs>

Delve Deeper Into Your Values:

- **Large list of values**
 - <https://www.cmu.edu/career/documents/my-career-path-activities/values-exercise.pdf>
- **The Complete Set of Client Handouts and Worksheets from ACT books by Russ Harris**
 - [https://thehappinesstrap.com/upimages/Complete Worksheets 2014.pdf](https://thehappinesstrap.com/upimages/Complete%20Worksheets%202014.pdf)