**Personal Management Terms and Definitions**

1. **Goal Setting -** a powerful technique for helping you develop a solid foundation for future planning andorganization.
2. **Short-Term Goals -** goals you want to do in the*near future*; the near future can mean today, this week,this month, or even this year.
3. **Long-Term Goals -** something you want to accomplish in the*future*; they require time and planning;they are not things you can do this week or even this year; they are usually at least several years away.
4. **Personal Management -** is about mapping a plan for your life that will involve setting short-term andlong-term goals and investigating different ways to reach those goals; education, training, and experience all help make your goals become a reality.
5. **Mentee -** a person who is guided by a mentor.
6. **Mentor -** a wise and trusted counselor or teacher, an influential senior sponsor or supporter.
7. **Planner -** used to manage your time, prioritize assignments, and track grades for every six weeksduring the academic school year.
8. **S.M.A.R.T. -** guidelines to help you set effective goals;

S = Specific;

M = Measurable;

A = Achievable;

R =Realistic;

T = Timely