



Department of Extension Family and Consumer Sciences

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Your Health: Scented Candles and Oils

Sonja Koukel, PhD
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Who doesn't enjoy a scented candle or oil* to freshen indoor air? A quick Internet search resulted in a manufacturer's site where consumers can browse fragrances by selecting categories: clean, floral, fruity, gourmet, outdoor, spicy and tropical. With so many fragrance collections to choose from, they are easily integrated into enhancing the ambiance of home or work environments.



*Does not include essential oils. These oils are "plugin" type products.

Have you ever wondered what ingredients are in these products? "Heavily scented candles can release limonene, a chemical that reacts with ozone to create formaldehyde" (Prevention.com, October 2016). According to the American Cancer Society (www.cancer.org), formaldehyde - a known human carcinogen - is found in many household materials and personal care products. Exposure to relatively high amounts of formaldehyde has been linked to some types of cancer in humans.

Do the scented candles/oils you purchase contain limonene/formaldehyde? Concerned consumers will refer to the product label for disclosure. Unfortunately, the answer will not be found there. Federal regulations do not require manufacturers to list ingredients. In a blog post, the Environmental Working Group stated, “Some companies have provided partial ingredient information but have withheld names of fragrance ingredients, on grounds they are obligated to protect the trade secrets of their fragrance suppliers” (www.ewg.org, February 2016). Undoubtedly, what will be found on the label are catch-all terms such as “fragrance” or “natural fragrance” with no specifics provided.

So, then, what is the shopper to do? The good news is that the EWG continues to lean on manufacturers to disclose product ingredients that hide behind the “fragrance” term. A leading manufacturer has promised to begin providing ingredients beginning with selected products. Its webpage lists 60 chemicals in one selected plugin oil refill.

Provided here are some listed ingredients with descriptives:

- **Prefixes Ethyl, Methyl, Butyl or Propyl**
What It Is: Parabens, Formaldehyde releasers. These commonly-used preservatives are known toxins that irritate the skin, eyes, and respiratory tract. They have been linked to many allergic reactions.
- **Phthalates: Fragrance, DEHP, DHP, DBP 5, Dibutyl Phthalate**
What It Is: Group of endocrine-disrupting chemicals – disrupts human hormonal systems that can cause infertility among other health issues. Used in cosmetics to hold color and scent (responsible for the smell of new vinyl shower curtains).
- **Isobutene**
What It Is: Propellant made from petroleum processing. A carcinogen (linked to cancer).
- **Paraffin wax** (found in some candle products).
What It Is: Soft, waxy substance usually made from petroleum or coal. Can emit chemicals that can irritate the lungs (including soot) and that have been linked to cancer.

What about unscented candles? According to the Prevention.com article, “...even unscented, petroleum-free products release some soot.” That would be a concern for asthmatics and other individuals sensitive to this by-product. A healthy alternative to heavily scented candles and oils are 100% beeswax candles as they are chemical free and do have a subtle honey scent. If you just can’t live without the scented candles and oils, know that low concentrations of formaldehyde are not considered to be hazardous (www.cancer.org). To reduce concentrations in indoor air, limit the time candles are burning – don’t leave them for more than an hour or two. And, for plugin oils, unplug them when not in use.

Introduction

Raquel Garzon, Ph.D.
Nutrition and Wellness Extension Specialist



Hi! My name is Raquel Garzon and I am the newly hired Nutrition and Wellness Extension Specialist. My family and I moved from Sanford, Florida (just north of Orlando) over the winter holiday just in time to experience some colder weather than we are normally accustomed to. In Orlando, I owned my own health, wellness, and performance consulting company, primarily focused on speaking and facilitating presentations and programs to corporate clients and their employees in different locations around the world. I concentrated heavily in delivering programs in Latin America and Spain to Spanish-speaking employees. Previously, I worked for Johnson & Johnson as Senior Vice President of Corporate and Athlete Training Programs and

Director of Nutrition. I have worked as a Pediatric/Maternal dietitian for the U.S. Army at Ft. Hood and for the largest county hospital in Dallas as a community dietitian. I received my B.S. in Nutrition and Dietetics from the University of Florida, my M.S. in Nutritional Science from Texas A&M University, and my Doctoral degree in Health Science, with a concentration in Global Health, from Nova Southeastern University. I am a Registered Dietitian, a Certified Personal Trainer, and a certified Six Sigma Green Belt by the American Society for Quality.

I was very excited and impressed by the work that the Department of Extension Family and Consumer Sciences at NMSU and the dedicated agents across the various counties in New Mexico have been conducting over the years. I am looking forward to being a part of that team. My focus for the first year will be on getting to know the agents, the communities, and what the greatest needs are in each of the counties. I hope to be a useful resource in my areas of expertise, but also look forward to learning as much as I can from all of you. Please feel free to contact me anytime if you need anything or have ideas on how we can collaborate. Thank you for making me feel so welcome in my new community!

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Game meat can satisfy demand for “Paleo Meat”

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Many consumers interpret a paleo diet as a meat based diet. However, according to The Paleo Society CEO Kim Lloyd, a paleo diet consists of 75% plants based food mainly non-starchy vegetables, fruit, seeds, and tree nuts accompanied by eggs, fish and meat. Many food markets support this diet plan by offering organic plant based foods and free range animal products. Many consumers are interested in game meat to satisfy their demand for “natural” free range meat.



Wild game are land mammals and wild birds that are hunted. These include venison (deer, elk, moose caribou antelope and pronghorn) and non-domesticated fowl such as wild turkey and geese, grouse, quail and pheasant. New Mexico game and fish offers hunting permits for other wild big game including bear, big horn sheep, javelina and cougar. Information on New Mexico hunting regulations are provided online: <http://www.wildlife.state.nm.us/hunting/information-by-animal/big-game/>. Hunters with New Mexico hunting permits must report harvested meat, pelts, etc. for all deer, elk, trapper, turkey, Barbary sheep, oryx, ibex, pronghorn antelope and javelina before February 15th or April 7th of each year. Hunted game meat is intended for personal consumption and cannot be sold but can be donated to a food bank through “New Mexico Hunters Helping the Hungry” program. Hunters harvesting their own meat should abide by their state regulation for hunting, storing and transporting game meat. **Field Care of Harvested Big Game CR 507** by Sam Smallidge, College of Agricultural, Consumer and Environmental Sciences, New Mexico State University, provides specific information for hunting wild big game.

Wild game, such as reindeer, elk, deer, antelope, water buffalo, or bison raised on a farm or ranch, following regulations similar to a free-range domesticated animal production system can be harvested for meat and organs under voluntary FSIS inspection (9 CFR Part 352) under the Agriculture Marketing Act are considered “Exotic Meat”. Waterfowl and game

birds also fall under voluntary FSIS inspection (9 CFR Part 362). Additionally, exotic meat is deemed as "food" under the Federal Food, Drug, and Cosmetic Act and is subject to Food and Drug Administration (FDA) regulations. Farm raised game and fowl cannot be treated with hormones but are subjected to bacterial and parasitic diseases similar to domesticated livestock and poultry. Afflicted sick animals may be treated with FDA approved medications and must be used as labeled following required withdrawal time before slaughter to minimize residues left in meat. The U.S. raises millions of game birds for direct sale to restaurants and consumers. The Agricultural marketing resource center venison profile (2012) reported that the United States only produces 20% of the venison needed to supply the domestic market, which has 25 to 30 annual growth, that are raised commercially on game preserves, farms and ranches.



All meat including game meat is a natural protein source that is perishable and can harbor pathogenic bacteria that can make consumers ill especially if meat is not handled correctly or if eaten raw or undercooked. Good hygienic practices such as hand washing and sanitation; separation of raw meat and maintenance of temperature control are key to preserve meat quality and safety. Wild game meat can be contaminated with *Salmonella* and *Escherichia coli* O157:H7 bacteria that are from the intestines during field dressing and harvesting. *Trichinella spiralis* is a parasite found in muscle of bear, wild pig or javelin, also cougar, fox, dog, wolf, horse, can become carriers of *Trichinella* by consuming raw contaminated meat. Trichinosis can be controlled by freezing for three weeks or by proper cooking to 160°F. Bacterial growth can be controlled by proper refrigeration and cooking. Thaw frozen meats in a 40°F refrigerator in a clean container that can hold any seepage or drippings from the primary package. Always check internal meat temperatures during storage and cooking with a calibrated thermometer.

Wild game and farm-raised game have different diets and activity compared to domesticated livestock that affects meat flavor and tenderness. Game animals tend to be more active and leaner putting down fat just below the skin and not so much within the muscle. Tenderness of meat can be improved by refrigerated storage or cooking method. Cold shortening is a complex process where the basic muscle structure, contracts and thickens causing toughness. Cold shortening is more common with smaller animals of about 100 pounds stored under cold conditions. If cold shortening occurs carcasses may benefit from aging. Aging is time, temperature and humidity dependent. Generally storing the carcass about ten days at 35 to 40°F under 70% relative humidity. Aging allows the meat to undergo biochemical reactions post mortem and gives the muscle enzymes time to relax the muscle tissue. However frozen temperatures do not allow for this enzymatic action.

Game meat has a noted flavor different from domesticated livestock commonly referred to as "gamey". Gamey flavor has been described as "earthy" or a combination of herbaceous and nutty and bloody flavors. A salt solution (1 tablespoon kosher salt dissolved in 1 quart of cold water) or vinegar solution (1 cup distilled or cider vinegar per quart cold water) can be used to reduce "gamey" flavor in venison and fowl. A simple marinade made with vinegar, garlic, salt, rosemary and cold water can also be used. Make enough solution or marinade to cover meat pieces completely. Use a container with a sealable lid or sealable freezer bag to store overnight in refrigerator. Discard used solution after soaking.

Cooking game meat "slow and low" will improve tenderness. However, *Clostridium perfringens* results in a more common food borne illness often mistaken for the 24-hour flu. Undercooked or food maintained between 70 and 140°F are ideal conditions for bacterial growth. Cook game meat cuts in moist oven careful of not overcooking. Basting game meat with lard or wrapping in bacon can improve internal moisture within a thick cut or roast. High temperature searing of thinner cuts or chops, followed by moist cooking will also improve tenderness. Cook meat in a 375°F oven to an internal temperature of 160°F for venison ground meat, sausage and to cook to a medium-well chops, steaks and roasts. Entire or intact game birds should be cooked to 165°F and breast meat to 170°F. To assure the best quality and safety of game meat follow cooking methods that are recommended by reputable source such as USDA or state extension documents.

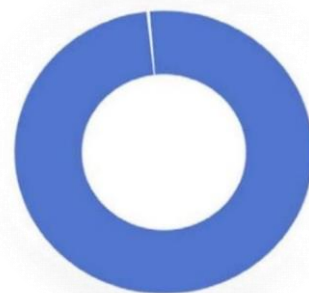
References upon request.

Begin to Manage Diabetes with Confidence

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Extension Diabetes Coordinator

Online discussions about diabetes started in the 1980s but dramatically increased in the 2000s. In 2005, the term “diabetes online community” (“DOC” for short) was coined to refer to online forums and content for people with diabetes and their families. Today, some online diabetes forums are accessed by over half a million unique users every year. The National Institutes of Diabetes and Digestive and Kidney Diseases supported work on a paper that would introduce readers to the DOC and discuss reasons for, risks associated with, and research related to the DOC. This article summarizes information from the published paper.¹

Why are people turning to the internet for health care support? People with diabetes who follow recommendations for health care visits see their diabetes care team quarterly, which is four times more often than most healthy adults. Still, those visits amount to only a few hours of direct care a year. The Diabetes Hands Foundation uses a symbol adapted from the International Diabetes Foundation’s universal symbol for diabetes. It shows a tiny white sliver in the otherwise blue circle, representing the proportion of time spent with a medical professional each year. The remaining blue represents over 8,000 hours per year during which people have to self-manage their diabetes. It is used to show that peer support from the DOC may be a helpful supplement to medical care so people do not feel alone in managing their diabetes.



Peer support is one of the most common reasons people participate in the DOC. People often feel more comfortable sharing with others who have similar experiences. While some might argue that face-to-face support is best, most people have easier access to the internet. The Pew Research Center reports that 88% of adults use the internet daily and 77% own smartphones.² Online activities are more prevalent than ever before and are important to everyday health care for many individuals and families affected by diabetes. In addition to the reasons above, people use the DOC for local and global advocacy, self-expression, information and education, data management, and humor.

Who is using the DOC? Most participants are adults with type 1 diabetes and parents of children with type 1 diabetes. However, individuals with type 2 diabetes, latent auto-immune diabetes of adulthood (LADA), and gestational diabetes are also involved. Some health care providers and industry representatives are active in the DOC, as well. The percentages of one online community (TuDiabetes.org) and its Spanish language counterpart (EsTuDiabetes.org) are interesting to note. 50% of the English site’s users have type 1 diabetes, while 20% have type 2 diabetes, and 30% are described as other. The Spanish site is the opposite, with 50% of its users having type 2 diabetes, 20% having type 1 diabetes, and 30% described as other.

How do people participate in the DOC? Some post original content, while others repost the content of others, comment on postings, or simply read posted content. The DOC is made up of many venues:

- Community forums
- Blogs
- Videos
- Podcasts
- Social media platforms
- Advocacy and professional organizations

- Online e-magazines and news
- Offline contact initiated through DOC activities

What risks are associated with the DOC? As with most online interactions, there are potential risks regarding privacy and security, bad behavior, misinformation, and influence from industry. A study found that online information about various health conditions was accurate only 40% of the time. Fortunately, many websites within the DOC are moderated to reduce these risks. Specific guidelines for patients and families new to the DOC, health care professional participation in the DOC, and industry representatives on the DOC are available at <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4586085/> (Tables 2-4).

What are some of the trustworthy DOC websites? There are hundreds of reputable sites. This is a list of some of them that a group of people with diabetes and diabetes educators developed for the Diabetes Hands Foundation:³

Community forums

- Children with Diabetes <http://www.ChildrenWithDiabetes.com> (for parents)
- Diabetes Daily <http://www.DiabetesDaily.com> (all types of diabetes)
- Diabetes Sisters <http://www.DiabetesSisters.org> (women with diabetes)
- Diabulimia Helpline <http://www.diabulimiahelpline.org> (for diabetics with eating disorders)
- Glu <http://www.MyGlu.org> (access through T1D exchange)
- TuDiabetes <http://www.TuDiabetes.org> (all types of diabetes)
- EsTuDiabetes <http://www.EsTuDiabetes.org> (Spanish language community)

Advocacy and professional organizations

- Diabetes Advocates <http://www.DiabetesAdvocates.org> (a program of the Diabetes Hands Foundation)
- AADE (American Association of Diabetes Educators) <http://www.diabeteseducator.org>
- ADA (American Diabetes Association) <http://www.diabetes.org>
- AND (Academy of Nutrition and Dietetics) <http://www.eatright.org>
- CDC (Centers for Disease Control and Prevention) <http://cdc.gov/diabetes>
- CDN (College Diabetes Network) <http://www.collegediabetesnetwork.org>
- DCAF (Diabetes Community Advocacy Foundation) <http://diabetescaf.org>
- IDF (International Diabetes Federation) <http://www.idf.org>
- JDRF (Juvenile Diabetes Research Foundation) <http://www.jdrf.org>
- NDEP (National Diabetes Education Program) <http://ndep.nih.gov>
- NIDDK (National Institute of Diabetes and Digestive and Kidney Diseases) <http://niddk.nih.gov>

Personal blogs

- Kerri Sparling <http://www.SixUntilMe.com> (t1 adult female patient opinion leader)
- Scott Johnson <http://www.ScottsDiabetes.com> (t1 adult male patient opinion leader)
- Kim Vlasnik <http://www.TextingMyPancreas.com> (t1 adult female patient opinion leader)
- Lorraine Sisto <http://www.ThisIsCaleb.com> (parent of a t1 son)
- Kate Cornell <http://www.Kates-Sweet-Success.blogspot.com> (t2 adult female)
- The Type 2 Experience <http://www.TheType2Experience.com> (t2 adult bloggers)

Online e-magazines and news sources

- DiabetesMine at Healthline <http://www.healthline.com/DiabetesMine>
- A Sweet Life <http://www.ASweetLife.org>
- diatribe <http://www.diaTribe.org>

What does research say about the DOC? Research specific to the DOC is limited. When it has been included in research, it has typically been part of larger interventions and involved only moderated activities. Studies of online resources for people with diabetes or other health conditions have generally found that participants report improvements in knowledge, emotional and social well-being, and confidence in managing their condition. Use of online resources may also increase communication between patients and their health care providers and have a positive impact on those relationships.

Current recommendations are that people with diabetes use the DOC for information and empowerment and that health care providers also become involved in the DOC (following guidelines for their protection) so they may gain insight into how people self-manage their diabetes.

Sources:

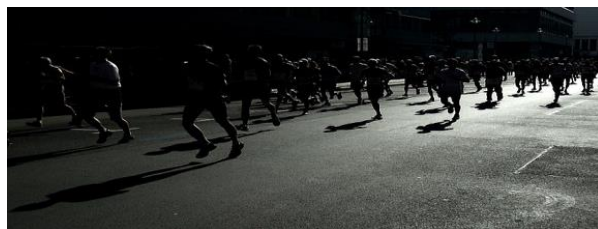
¹Millard ME, Sparling KM, Hitchcock J, Oser TK, Hood KK. The emerging diabetes online community. *Curr Diabetes Rev.* 1 January 2016. Accessed 14 January 2017: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4586085/>.

²Pew Research Center. Fact sheets. Updated 12 January 2017. Accessed 14 January 2017: <http://www.pewinternet.org/fact-sheet/>.

³Diabetes Hands Foundation. Guide to the diabetes online community. Accessed 14 January 2017: <https://diabetesadvocates.org/resource/guide-diabetes-online-community/>.

New Year's Resolution

Lourdes Olivas, MA
Extension Associate I



Happy New Year! As I mentioned a year ago, this is the time several of us make a resolution, which many of those resolutions revolve around fitness and/or health. Another thing people might work towards after the New Year is marking items off their bucket list. I just found out that there are several people that list running a marathon on their bucket list of things to do. According to Running USA, the number of runners since 1990 has tripled in the U.S. In many cases, the individuals have never even ran a 5K, which is a 3.1 mile race and is the most popular type of race, holding the number 1 spot. A half marathon is the next popular race and it is 13.1 miles, this leads to the ever-challenging race of a marathon that is 26.2 miles. For 2015, Running USA listed 7.6 million finishers for a 5K, a little shy of 2 million for half-marathon races, and half a million finishers of a marathon race.

So what do you need to do to prepare for a race? Like any goal, you want to take small steps to get you to the finish line. I despise running, however the 5K's I have ran in varied depending where they were and the weather. I found the more humid locations were much harder for me. Although, there aren't much studies that show the effects of heat and humidity due to acclimation. Figures, I am in a dry location, so it only makes sense why I struggled running in what felt like a sauna. Preparation and training will get you to the finish line, but you will also need lots of motivation to keep you dedicated and on track. The 5K's I have taken part of have only been through conferences, and sometimes I signed up last minute, not leaving me any time to prepare and train. Luckily if you run or jog as part of your exercise routine, then you should do fine in a 5K. However, if you have never ran, not even a mile, then you will need some training to get your ready for your first 5K. With any activity, you want to start of slow and a short duration, for example 15 minutes and it can be a brisk walk only. After one week of brisk walking 15 minutes to 30 minutes, gradually work into a jog and work on holding your jogging pace for 5 minutes and build on that. Your goal for a 5K is to run continuously for 30 minutes or longer. Training for a half-marathon or a full marathon will take longer, usually the advice from experts is that a year is the minimum for a first time marathon runner. Expert's advice to increase your running volume by 10 percent each week to allow for appropriate progression. It is also advised to switch up your aerobic activity to eliminate overuse injuries and burnout from running. You want to focus on activities that will lessen the impact on your joints, such as swimming, biking, or rollerblading. The use of an elliptical will also decrease the impact on your joints and is a great cardio workout. However, it can be a little boring, so add some music and a beautiful scenery to make it more tolerable.



With any race (5K, half-marathon, or a marathon) you want to build on your endurance and keep pushing the distance gradually. Many times we focus too much on time and increasing our speed, this increases your risk for injury. You also want to make sure your footwear is comfortable and well-padded to absorb some of the impact. Another important key is to rest in between, listen to your body and make sure you give it time to recuperate from the activity. This will help strengthen you and keep you pushing forward towards your goal. Expert advice for first time runners is to train up to and beyond the race distance. So, if you are training for a marathon, you want to make sure that you can go beyond the 26.2 miles. Also, you might benefit from competing in a half-marathon a month or two prior to your marathon race. This will increase your confidence level, gearing you for success and reaching the finish line.



Listed are the top 10 great marathons for first-timers: Walt Disney World Marathon, Little Rock Marathon, Flying Pig Marathon, Colfax Marathon, Vermont City Marathon, Chicago Marathon, Victoria Marathon, Marine Corps Marathon, Indianapolis Monumental Marathon, and last but not least is Philadelphia Marathon.



References upon request.

Setting Goals we Actually KEEP

Bryce Jorgensen, PhD
Family Resource Management Specialist

It's that time of year again – when we create new goals / New Year's resolutions (or dust off last year's) that will help us achieve our dreams. Pay off debt and fully fund our emergency fund? Check! Lose weight and build muscle? Check! Spend less time on electronics and improve our relationships to be more meaningful? Check! The problem is that most of us didn't accomplish last year's goals (or even remember what they are) and have little faith that we'll be on the road to successfully accomplishing our new goals come March (or even February). Most of us want to make positive changes but have a difficult time following through. What can we do to stem the tide of wishful thinking and move to the realm of reality?

Motivation and behavior change usually only happen if we know the “why” behind the “what.” To help us persist and endure throughout the year and beyond, take the following steps. Begin by reflecting on your perfect life by thinking about your funeral (see sidebar).



Reflection Time



Now that you have a vision for your perfect life (for those of you who completed the sidebar task), reflect on how this perfect life translates into what you are doing or are not doing each day

to help you reach this perfect life. Consider the following questions:

- 1) What are the choices you are making, behaviors in which you are involved, that **will limit you** from reaching this life?
- 2) What are you **NOT doing** in your life that if you were doing, would help you accomplish this dream/vision?
- 3) What **changes** do you need to make now in order to achieve your perfect life?



Need to find the “why” behind your goals? Envision your perfect future.

*Think about attending your own funeral. What would the speakers say about you and your life? What would you WANT the speakers to say about you and your life? What changes do you need to make? Thinking about what you want to be remembered for will help you understand what is truly important to you and how you define a successful life. It may be very different from the definition you previously had. With this new definition of success (i.e., what is truly important to you), envision in your mind the life you want for yourself when you are older and retired. What type of lifestyle do you have? Where do you live? What have you accomplished in your life? How many children/grandchildren do you have (if any)? Are you married? What activities are you involved in? **Describe your life and how it will be.** Be as detailed as possible. This should be based on your values and principles and motivate your decisions on which goals you make for yourself. Create a future that is truly motivational and desirable – a perfect life. If you are truly motivated to have this life in your 60's and beyond, what goals do you need to have now?*

Answer the three questions by completing the form below

Doing now (limit you)	NOT doing (accomplish)	Changes to be made

Now that you have reflected on the “why” and started thinking about the “what,” let’s discuss some strategies that tie into your perfect life. From the strategies below, choose what will best motivate you.

Strategy 1: What are your roles?

One strategy to motivate us is to make small but meaningful changes that aren’t hard to do but we just need to find time in our schedules, is to think of our many roles.

Stephen Covey, author of 7 Habits of Highly Effective People, writes about putting first things first. In order to put first things first, it is helpful to think in terms of our different roles. For example, some of my roles are: husband, father, brother, son, friend, teacher, employee, team member. What are your roles?

Once you have a list of your roles, ask yourself this key question: **“What is one thing I could change as a _____ (insert each of your roles) that would make a significant positive difference in my life?”**

Each of your answers become your goal for each of your roles. If the answer/goal is truly meaningful and will make a significant positive difference in your life, you will be motivated to follow through on each goal for each role.



Strategy 2: Goals in each of the 7 life areas

Writing a goal for each of your roles is a great way to move forward in a positive direction this year. Another strategy is to look at goal setting by life areas: Physical, family, financial, social, spiritual, mental, and career. First, do a personal inventory and evaluate yourself on a scale of 1-5, with 1 = poor and 5 = excellent. Which of these areas need improvement? Consider the following as a guide:

7 life areas

1. Physical: appearance, medical check-ups, weight control, nutrition
2. Family: listening habits, forgiving attitude, good role model, time together, supportive of others, respectful, loving
3. Financial: earnings, savings, and investments; adequate insurance; budget, charge accounts (credit)
4. Social: sense of humor, manners, self-confidence, listening habits, caring
5. Spiritual: sense of purpose, inner peace, religious study, prayer, belief in God
6. Mental: imagination, attitude, continuing education, reading, curiosity
7. Career/School: job satisfaction, effectiveness, job training, understanding the job, purpose, competence.

How are you doing in each of these areas? Now set a goal in each of the 7 life areas. These statements/goals (for each role or life area) should be meaningful and powerful. They should motivate you to change because you can see how your life could be more fulfilling by making these small but significant changes. For help creating and writing down goals under each of your roles and/or the 7 life areas, consider making them **SMART goals**.



The 7 critical steps to SMART goal setting

In a Yale study of the 1953 graduating class, it was determined that only 3% had completed all 7 steps in the goal setting process (as offered by Zig Zigler), while 10% had completed some of the steps. The remaining 87% had taken no specific goal setting steps. In 1973, 20 years later, in a follow-up with the class, the 3% who had set goals had accomplished more in their careers and finances than the other 97% combined. How can we be part of the 3% in ALL areas of our life and what are the 7 steps in the SMART goal setting process?

1. ***Write down the goal or objective.***
2. ***Set a date or deadline for completion or achievement.***
3. ***Identify obstacles to overcome.***
4. ***Identify people, groups, or organizations to work with.***
5. ***Spell out needed skills or what you need to know.***
6. ***Devise a plan of action.***
7. ***Identify what is in it for me; list the benefits you will receive.***

The SMART goal example below explains how you can make your goals (whether via your roles or the 7 life areas) powerful and SMART. The table below allows you to complete each of the 7 critical steps, for each of your goals, in a SMART way. You can change the category (e.g., roles – father, employee; life areas – Financial, Physical) to whatever you want and can copy the form to do as many SMART goals as you want.

Specific

Goals should clearly state what you want to achieve. “I want to save money” is a good goal but not stated very clearly. “I want to save \$25 each paycheck” is much clearer.

Measurable

How do you measure, “I want to save money”? How much money? How often? Again, “I want to save \$25 each paycheck” is measurable. It is easy to tell if you are meeting this goal.

Attainable

Is it possible to reach your goal? For some families saving \$25 each paycheck would be easy. For others, \$25 a month or even \$10 may be more attainable.

Relevant

Goals need to be relevant to your life and require change; they should be challenging, yet possible to reach. If you have not saved before a goal of saving \$300 may not be a realistic place to start. If you are already saving \$275 a goal of \$300 may not be challenging enough.

Time-Bound

How do you know when you have completed your goal? Your goal might be better stated as follows: "I will save \$600 in a year by automatically putting \$25 of each paycheck into a savings account." This assumes you get two pay checks a month. This way you know exactly what you have to do to meet your goal.

S.M.A.R.T Goals Example

S = Specific/Significant

M = Measurable/Meaningful

A = Attainable/Action-Oriented

R = Relevant/Rewarding

T = Time-Bound/Trackable

	Husband	Employee	Financial Goal	Physical Goal
Specific/Significant Goal (clear and exact)				
Measurable/Meaningful (how much)				
Attainable/Action-Oriented (Can you do it?)				
Relevant/Realistic and Rewarding (What is the change?)				
Time Based/Trackable (When do you plan to complete this goal?)				
Possible Obstacles				
Possible solutions/ Support network				
What's in it for me? Benefits I will receive				

Time management - spend time on things that matter most

Bryce Jorgensen, PhD
Family Resource Management Specilaist



When looking at our lives and why we don't accomplish our goals, many give the excuse, ***"I just don't have enough time."*** Those of us who have used that excuse before (most likely all of us) know in our heart that the statement is not true and that we are lying to ourselves because we don't want to take responsibility. Now that we have meaningful goals (for those who completed the forms above), how can we better organize our time to accomplish more and achieve our perfect life (see sidebar above)?

Rather than prioritizing your schedule, try scheduling your priorities. If we can decide on what is most important to us (based on our values, principles, and goals), we can put those into our schedule first and then schedule other less important things around those key goals. Stephen Covey, author of *7 Habits of Highly Effective People*, calls these key goals "big rocks" or putting "first things first." To see a wonderful example of putting first things first, watch this 6 minute video - https://www.youtube.com/watch?v=Cw1_l6oKr1s

"Am I able to say no to the unimportant, no matter how urgent, and yes to the important?" -Stephen Covey

Stephen Covey talks about four quadrants in his time management matrix (see below). Quadrants 1 and 2 are important and quadrants 3 and 4 are unimportant. Likewise, quadrant 1 and 3 are urgent while quadrants 2 and 4 are not urgent. Covey suggests that most of our time is best spent in quadrant 2, the important and not urgent. This is where planning, relationship building, and personal improvement happen. If we don't

take enough time in quadrant 2, soon we'll be very busy in quadrant 1 where the important things have become urgent and turned into deadlines and crises. We should **avoid** unimportant activities, quadrants 3 and 4, whether urgent or not. Unfortunately, most of us spend much of our time in these unimportant quadrants. Quadrant 4 includes time wasters, busy work, trivia, much of our internet surfing or social media, and too much time spent on video games, TV, or other electronics. Quadrant 3 includes other peoples' priorities, email, phone calls, texts

and other urgent activities but that are NOT important to us. Once we cut out most of quadrants 3 and 4, we'll have the time we need for our "big rocks," and to put first things first. The key is to better determine what is important and what is not important so we don't get bogged down in the "thick of thin things."

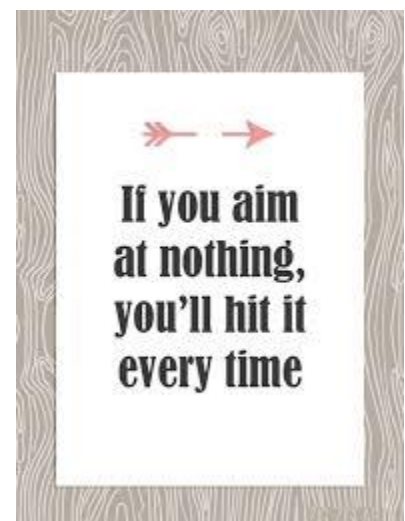
The time management matrix – activities

	Urgent	Not Urgent
Important	I ACTIVITIES <ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects 	II ACTIVITIES <ul style="list-style-type: none"> • Prevention, capability improvement • Relationship building • Recognising new opportunities • Planning, recreation
Not Important	III ACTIVITIES <ul style="list-style-type: none"> • Interruptions, some callers • Some mail, some reports • Some meetings • Proximate, pressing matters • Popular activities 	IV ACTIVITIES <ul style="list-style-type: none"> • Trivia, busy work • Some mail • Some phone calls • Time wasters • Pleasant activities

Based on 7 Habits of Highly Effective People, Stephen Covey

Rather than busying ourselves with the priorities of others, scheduling our big rocks first will allow us to take time to accomplish our priorities so that our actions are congruent with our principles and goals. Some people equate their level of importance with how busy they are; the busier they are, the more important they must be (sound familiar?). "How are you today?" one might ask. We then respond, "Oh, I am so busy. I have..." and we continue with our list of how busy we are, which, of course, indicates our importance, right? But being busy doesn't mean we are important or effective. Few of us stop to think about aligning our values, principles, and goals with our monthly, weekly, and daily planning. We have heard before that "if you fail to plan, you plan to fail." Zig Zigler said, **"If you aim at nothing, you will hit it every time."**

TOO BUSY





Good, Better, Best

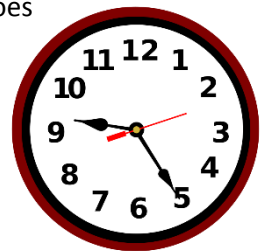
Once we have removed the time wasters and activities that don't contribute to our values, principles, and goals, we turn to prioritizing the good things we do. We need to realize that some activities in our lives are good, some are better, and others are best. Dallin Oaks said, **"We don't want to spend so much of our time on good things that we don't have time for the best things."**

What is essential and most important to us? What brings us the most happiness? What makes life fulfilling? What are simple things we can do to make a significant meaningful difference? What are simple ways we can change how we use our time so we are engaged in these fulfilling and meaningful experiences more of the time? You may wish to use the table below to organize your thoughts.

Good	Better	Best

168 Hours in a Week

Everyone has 168 hours per week. The trick is to use each of the 168 hours to its best and highest use. The best and highest use is different for each of us and is based, or should be based, on our values, principles, and goals. Think about the following question: ***Can others tell what is most important to me by how I spend my time?*** Does what you do with your time align with what you say is most important to you? For most of us, we could use some adjustments in how we use our time. For example, for many children the word love is spelled T I M E. Children want our time; not just "quality" time but quantity of time. In other words, it is not enough to spend an hour of quality time per week. What they want is your time every day, doing chores, helping with homework, or doing an activity. Our children can tell what is important to us by how we use our time, especially our discretionary time. If we work a lot and then come home and work more and watch TV but spend little time with them, they hear us loud and clear that they are not that important to us, no matter how often or loud we tell them they are. Again, adjustments may be necessary to align our actions to our words and declarations.



Do you know how you spend your 168 hours per week? Whether your answer is yes or no, I encourage you to complete the activity below.

Time Management Activity

1. Track your time use for 1 week using a daily or weekly calendar to better understand where your time is being spent. Using the information you gathered from tracking your time over 1 week, answer the following questions:
 - What and when are your “time leaks?”
 - Are there patterns in how you use your time? When are the times during the day and week where you are most effective with your time? Can you schedule important, quadrant 2 activities during these productive times?
 - Can you or others tell what is important to you by how you spend your time?
2. Use a weekly calendar to **effectively** plan your week.
 - Everyone has 168 hours per week; plan your week by deciding on the number of hours you will spend on your various activities (e.g., exercise, work, sleep, eating, entertainment, etc.). Remember to plan your “big rocks” first to schedule your priorities.
 - a) Make a list of activities with the amount of time for each for the entire week. The list should add up to 168 hours total
 - a. Sleep - 7 nights x 7 hours = 49 hours
 - b. Work – 24 hours
 - c. Courses – 15 hours
 - d. Homework – 30 hours
 - e. Etc. up to a total of 168 hours
 - b) Insert these activities into a new weekly schedule/calendar (remember, this is how you **want** your week to look if you effectively planned it).
 - How does this weekly plan differ from how you spent your time during the week you tracked your time use?
3. Using the information you gathered from tracking your time over 1 week, complete the Good, Better, Best table. Insert what you did with your time that was good, was better, and was best (according to your principles, life vision, and goals).
 1. What are some **better** and **best** things you **want to do** but cannot find time for?
 2. What are some **good** things you **do** but could minimize or do without?
 3. How can you plan/schedule to make sure you have time for the **better** things and especially the **best** things? In other words, what specific changes will you make so your time is allocated to the area’s most important in your life?



The Bottom Line –

Be intentional with your life. Be intentional in each of your roles. Be intentional in your goals and in your relationships. Rather than wandering through life hoping for the best, take time to figure out what your values and principles are and then set goals to accomplish your desires. Zig Ziglar put it this way, “Don’t become a wandering generality. Be a meaningful specific.” When our actions and behaviors are congruent with our values and principles, we create a meaningful, purposeful life.

Part one on goal setting is about creating the blueprint for a meaningful life - the mental creation. Part two on time management is about putting the blueprint into action – the physical creation. As we complete both the mental and physical steps to a purposeful life, we will become the type of person we want to be. Becoming, rather than thinking, saying, or doing, will bring more peace into our lives and into our relationships and our quality of life will increase.

To learn more about these topics, visit www.mymoney.nmsu.edu and/or contact your local extension office to talk with a Family and Consumer Science Extension agent.

“Don’t become a wandering generality. Be a meaningful specific.”

-Zig Ziglar