



Athletics  
Ireland



SPORT  
IRELAND  
INSTITUTE

# Life Skills Workshop

Balancing multiple commitments as  
an Athlete

Oct 2023

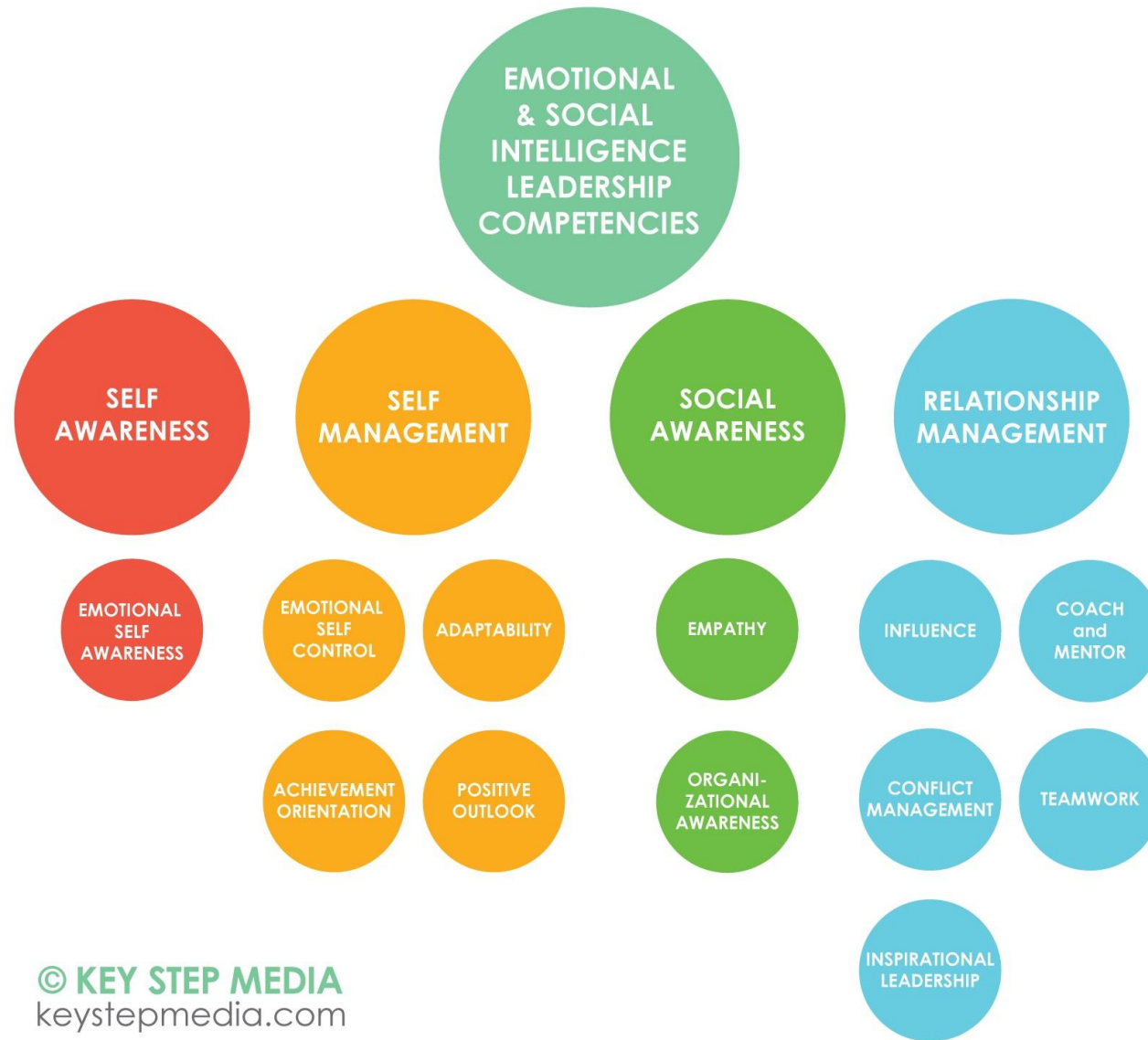
# Objectives

- Understand the concept of EQ
- Analyze how you spend your time and improve your time management
- Apply strategies and tools to support your development as a dual career athlete.

# D Goleman Emotional Intelligence

## What?

Emotional intelligence (EQ) is the ability to **understand, use, and manage your own emotions** in positive ways to **relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict.**



EMOTIONAL & SOCIAL INTELLIGENCE LEADERSHIP COMPETENCIES

Leadership

Interpersonal

Resilience

SELF AWARENESS

SELF MANAGEMENT

SOCIAL AWARENESS

RELATIONSHIP MANAGEMENT

EMOTIONAL SELF AWARENESS

EMOTIONAL SELF CONTROL

ADAPTABILITY

EMPATHY

INFLUENCE

COACH and MENTOR

ACHIEVEMENT ORIENTATION

POSITIVE OUTLOOK

ORGANIZATIONAL AWARENESS

CONFLICT MANAGEMENT

TEAMWORK

INSPIRATIONAL LEADERSHIP

Develop your Life Skills

Planning & Goal Setting

Communication

Time management

Teamwork

# 10 Athlete transition

Choices moving from school to third level are tough as a student, but even tougher as a student athlete. Some things to consider...

## Your Sport situation

- What are the demands of your sport?
- How might this change?
- Time and location/travel
- Change of coach and your needs
- Increased competitions/timing

## Course & College situation

- Applying for scholarships
- Accommodation
- Who do you need to introduce yourself to? (course leader, mentors, lecturers, coordinators)
- Course demand - Specific contact time (compulsory classes)
- Planning - Potential issues that might arise? - clashes

## Resource situation

- Who are your main "go to people"?
- What type of support do you feel they give you?
- Sport scholarship - what, where and how?



Transitions

# Transitions

## Definition:

an **event or a non-event** which results in a **change** in assumptions about yourself and the world and, thus, requires a corresponding **change in your behaviour** and relationships

*(Schlossberg, 1981)*

*For athletes wishing to pursue sport at an elite level, **dealing with and being flexible to change is crucial.***



What transitions are approaching for you?

# Leaving Certificate/ A Levels -> University/ Work

## Sept – Dec

Revision + New Material  
Training & Competition

## Dec- Feb

Revision & Prep for Mocks  
Prep for Orals  
Applications to third level  
Training & Competition

## Feb – Jun

Revision & Exam Practice  
Training & competition

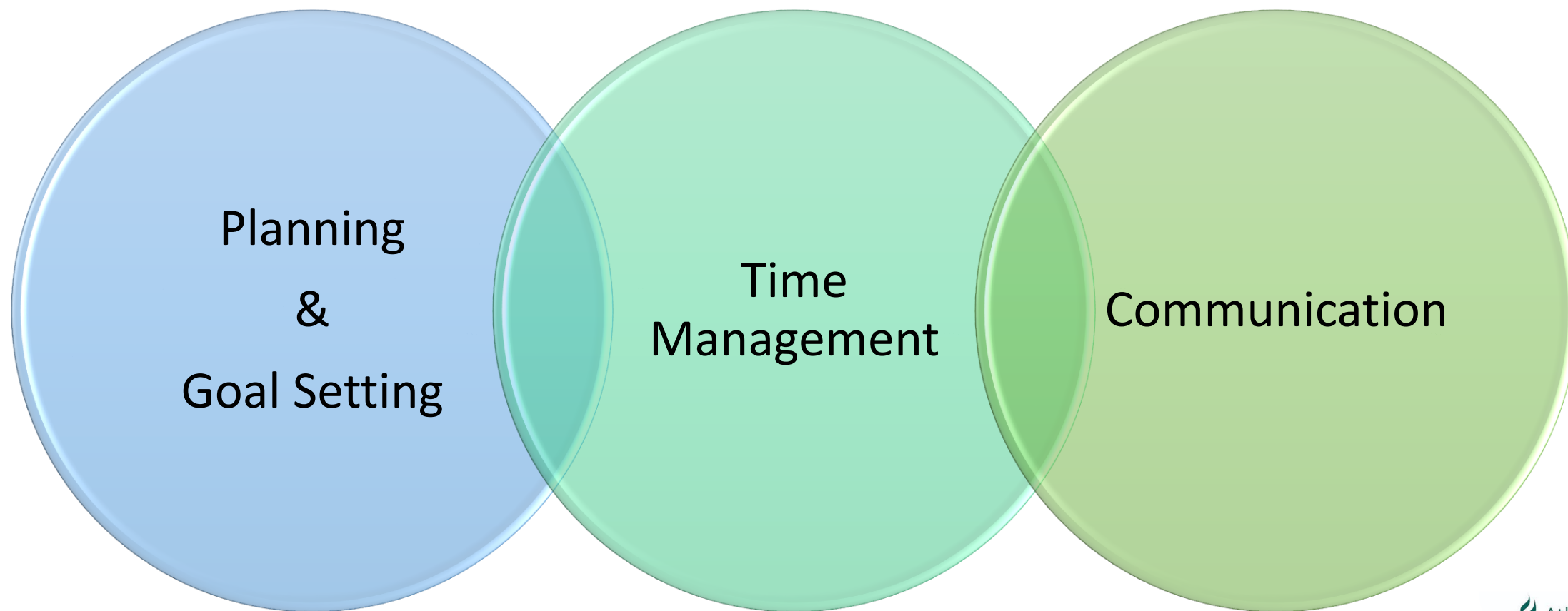
## Summer

Training & Competition  
Visit University & Speak with  
Athletic Coach & Sport Dept

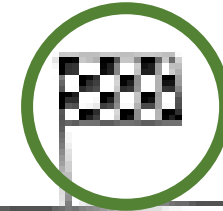
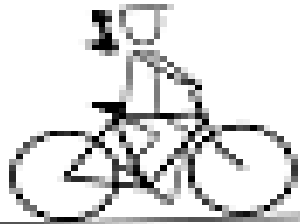
## August- Nov

Course offer  
\*move out of home, Start college  
Social, new habits  
New environment  
Transition

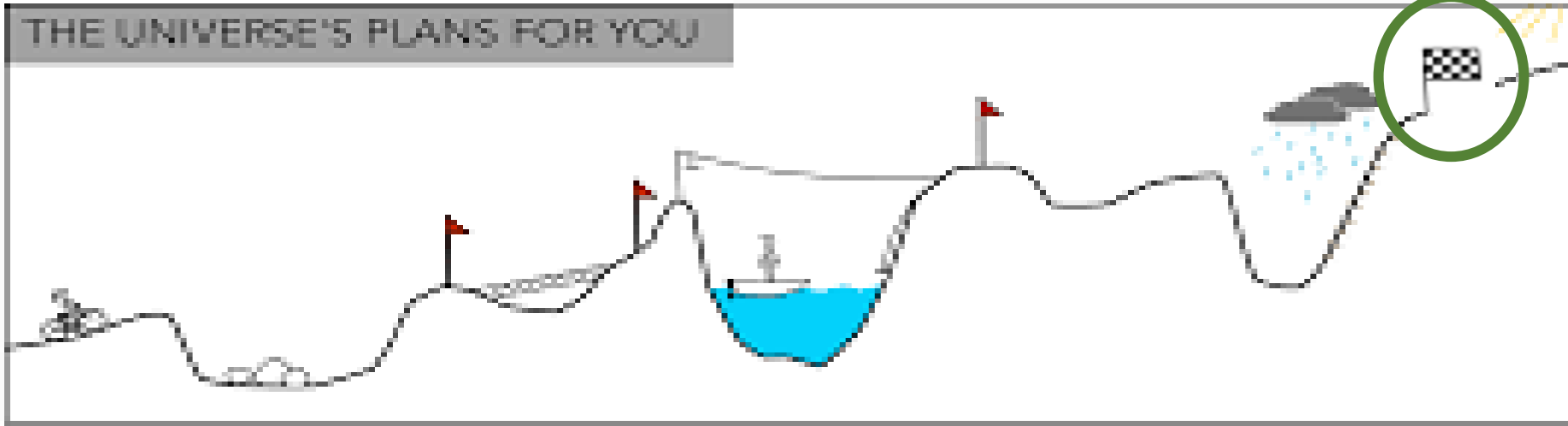




## YOUR "PLANS"



## THE UNIVERSE'S PLANS FOR YOU



When you plan the goal is always the vision regardless of the obstacles

We can help...use our support network

# Outcome Goals

My Goal:

Target Date:

Date I achieved my goal:

Why is this important to me?

How I'll know I have achieved it:

Notes + Learning points along the way

Process Goal 1

How I will achieve this:

Process Goal 2

How I will achieve this:

Process Goal 3

How I will achieve this:

Process Goal 4

How I will achieve this:



# Planning

**1. Identify the Outcome goal and timeframe.**

Goal- School Goal- Athletics Goal- extra curricular/ hobby

**2. Break the goal into smaller manageable tasks (Process Goals) e.g. 5-6 steps**

(working backward if time is a constraint)

**3. Identify needs and seek help if required**

**4. Prioritise tasks and if identify if any can be delegated to someone else**

**5. Review, reflect, reward, refine daily/ weekly/ monthly**

# Activity



Name 3 goals you want completed/  
achieved within the next 12 months

Outcome Goal: \_\_\_\_\_

Why is this Important to me?

How will I know I have achieved this goal?

# Time Management

# David Gillick - Why Plan?

I soon realised the importance of spending a little bit of time planning and prioritising the week ahead...

It has focused my effort, I'm more productive and more importantly I'm firmly present and engaged with my family.

"I felt like I was rushing around like a busy fool, spreading myself too thin and not getting things done to the best of my ability ....





# David Gillick – Action





when I look at my calendar on a Monday morning I can clearly see the week ahead.

So now I'll give myself 20 minutes on a Friday before switching off for the weekend, to plan and prioritise the following week

So, if you feel under pressure and you feel there are simply not enough hours in the day perhaps it's time..."



# Four best practices you can use to take control of your time:

1. **Analyse**  - How you are using your time
2. **Prioritise**  - What is important to you
3. **Set Goals**  - Identify what you need to focus on to gain success
4. **Schedule diary**  - A time limit and use a scheduling tool such as a planner or calendar

Activity:



# High Performance Athlete 168hr Week

## Time Management Analytical Tool

| Monday   | Tues  | Wed      | Thur  | Fri      | Sat   | Sun      |
|----------|-------|----------|-------|----------|-------|----------|
| 00:00:00 | sleep | 00:00:00 | sleep | 00:00:00 | sleep | 00:00:00 |
| 01:00:00 | sleep | 01:00:00 | sleep | 01:00:00 | sleep | 01:00:00 |
| 02:00:00 | sleep | 02:00:00 | sleep | 02:00:00 | sleep | 02:00:00 |
| 03:00:00 | sleep | 03:00:00 | sleep | 03:00:00 | sleep | 03:00:00 |
| 04:00:00 | sleep | 04:00:00 | sleep | 04:00:00 | sleep | 04:00:00 |
| 05:00:00 | sleep | 05:00:00 | sleep | 05:00:00 | sleep | 05:00:00 |
| 06:00:00 | sleep | 06:00:00 | sleep | 06:00:00 | sleep | 06:00:00 |
| 07:00:00 |       | 07:00:00 |       | 07:00:00 |       | 07:00:00 |
| 08:00:00 |       | 08:00:00 |       | 08:00:00 |       | 08:00:00 |
| 09:00:00 |       | 09:00:00 |       | 09:00:00 |       | 09:00:00 |
| 10:00:00 |       | 10:00:00 |       | 10:00:00 |       | 10:00:00 |
| 11:00:00 |       | 11:00:00 |       | 11:00:00 |       | 11:00:00 |
| 12:00:00 |       | 12:00:00 |       | 12:00:00 |       | 12:00:00 |
| 13:00:00 |       | 13:00:00 |       | 13:00:00 |       | 13:00:00 |
| 14:00:00 |       | 14:00:00 |       | 14:00:00 |       | 14:00:00 |
| 15:00:00 |       | 15:00:00 |       | 15:00:00 |       | 15:00:00 |
| 16:00:00 |       | 16:00:00 |       | 16:00:00 |       | 16:00:00 |
| 17:00:00 |       | 17:00:00 |       | 17:00:00 |       | 17:00:00 |
| 18:00:00 |       | 18:00:00 |       | 18:00:00 |       | 18:00:00 |
| 19:00:00 |       | 19:00:00 |       | 19:00:00 |       | 19:00:00 |
| 20:00:00 |       | 20:00:00 |       | 20:00:00 |       | 20:00:00 |
| 21:00:00 |       | 21:00:00 |       | 21:00:00 |       | 21:00:00 |
| 22:00:00 |       | 22:00:00 |       | 22:00:00 |       | 22:00:00 |
| 23:00:00 |       | 23:00:00 |       | 23:00:00 |       | 23:00:00 |

Date:

| Enter one of the following | Hr spent |
|----------------------------|----------|
| sleep                      | 48.00    |
| train                      | 0.00     |
| prep for training          | 0.00     |
| competition                | 0.00     |
| eat                        | 0.00     |
| food prep                  | 0.00     |
| social                     | 0.00     |
| work                       | 0.00     |
| college                    | 0.00     |
| study                      | 0.00     |
| Misc                       | 0.00     |
| Travel                     | 0.00     |

**48.00**

Total Hours in each week = 168

### Reflection

Did you stick to the plan or did you have to change? Rate your time management this week= 1 poor, 5= excellent. Are you happy with the hours spent in each section? Select one area you are happy with and explain why you think the time spent on this area is adequate or necessary? Select one area that you feel needs improvement? Explain why you think this? Brainstorm ways of improving this area next week? What did you enjoy most this week? Can you add a little more of that next week?

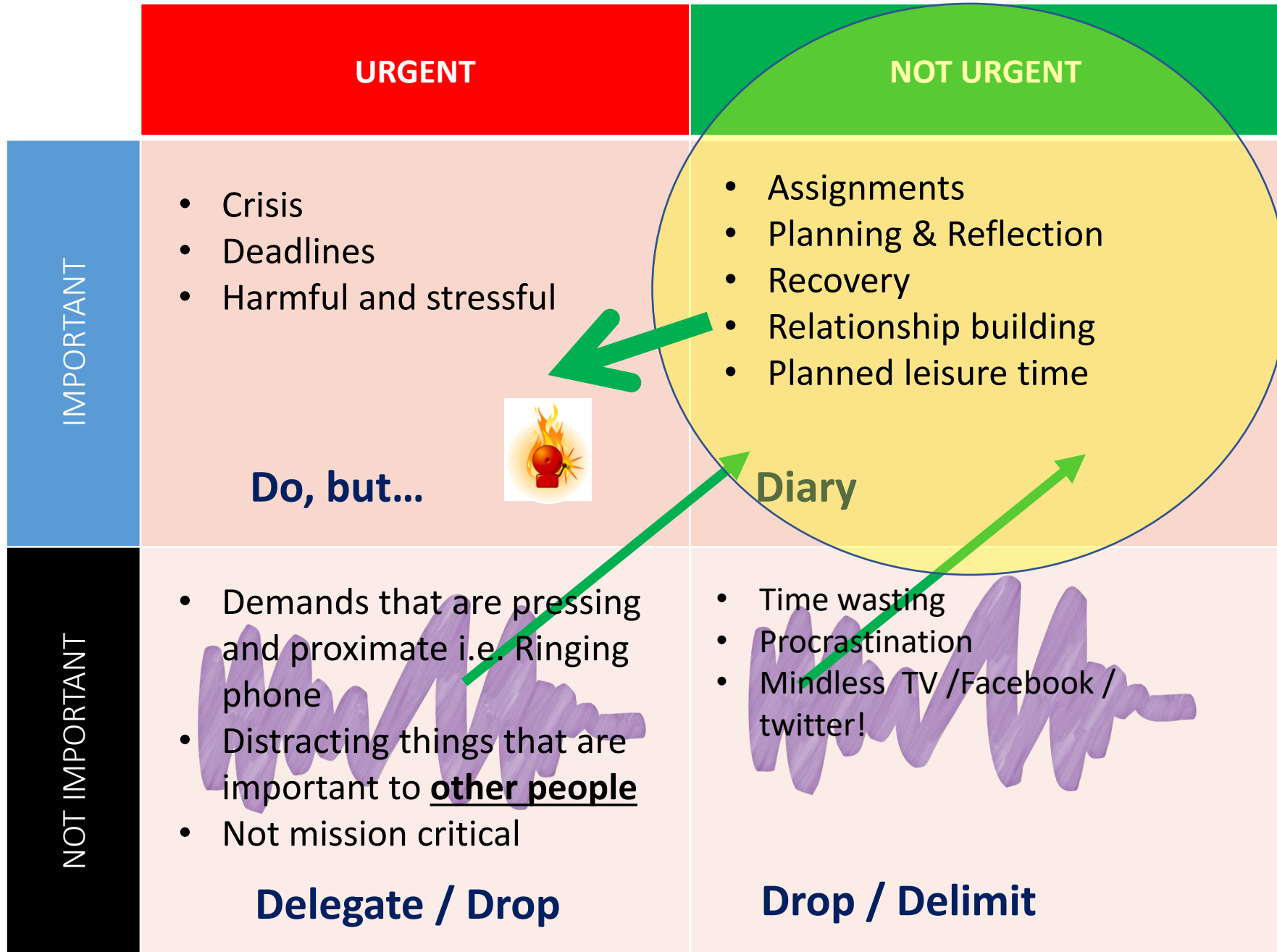
## Time management

How do you spend your time?

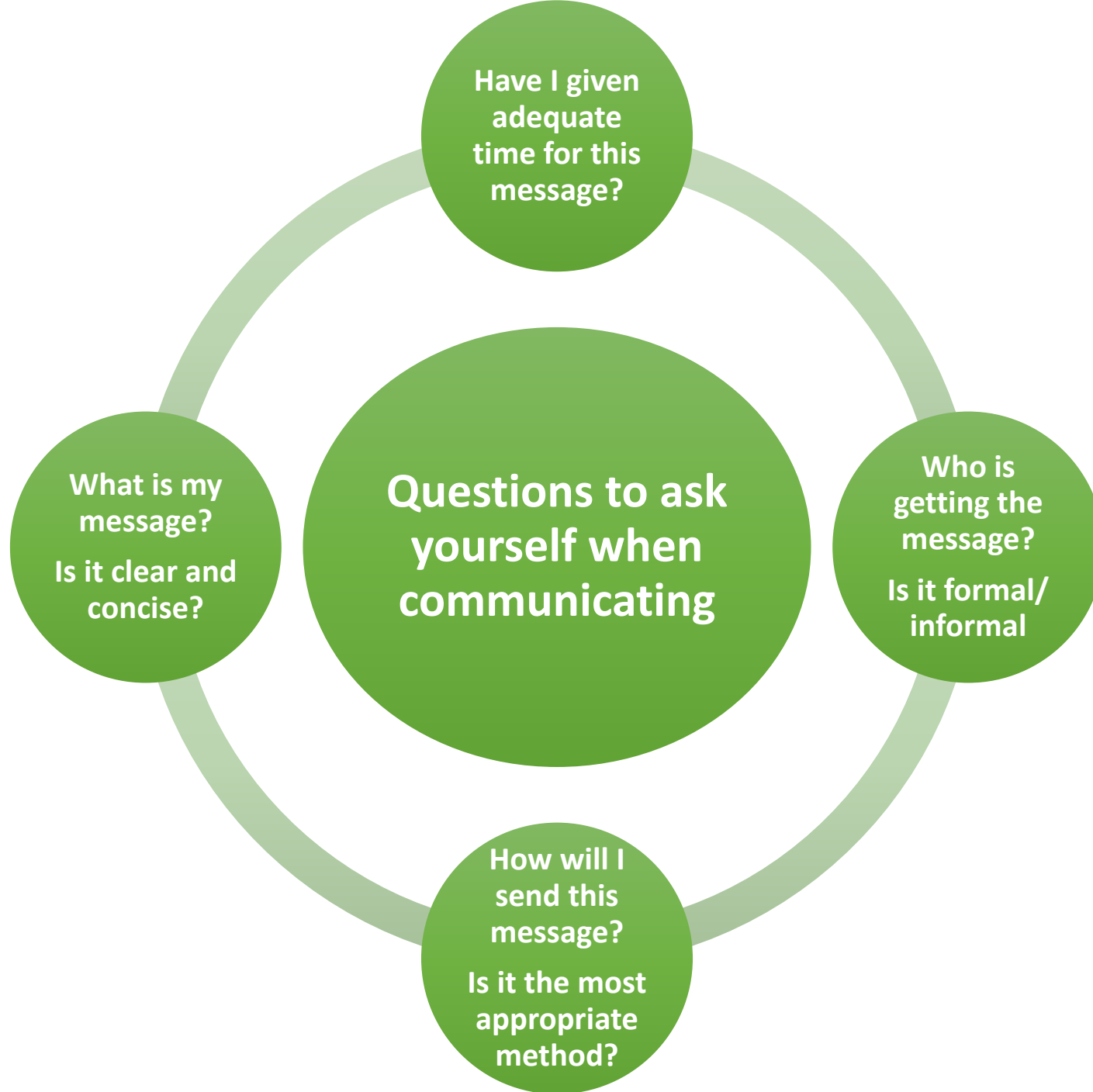
This time management planner is a simple tool, which allows you to evaluate how you are spending your time to make sure you have an appropriate balance to your lifestyle. By completing the planner it allows you to identify the "actual" time you spend on specific areas and compare these against the "ideal" time you should be spending. Where necessary adjustments can be made to make sure you are getting the maximum from the limited time you have available.



| Morning (6h)<br>7am - 1pm   | Mon  | Tue  | Wed  | Thu   | Fri    | Sat  | Sun   |
|-----------------------------|------|------|------|-------|--------|------|-------|
| Work                        |      |      |      |       |        |      |       |
| Family                      |      |      |      |       |        |      |       |
| Education                   |      |      |      |       |        |      |       |
| Sport                       |      |      |      |       |        |      |       |
| Social                      |      |      |      |       |        |      |       |
| Rest & relaxation           |      |      |      |       |        |      |       |
| Sleep                       |      |      |      |       |        |      |       |
| Afternoon (5h)<br>1pm - 6pm | Mon  | Tue  | Wed  | Thu   | Fri    | Sat  | Sun   |
| Work                        |      |      |      |       |        |      |       |
| Family                      |      |      |      |       |        |      |       |
| Education                   |      |      |      |       |        |      |       |
| Sport                       |      |      |      |       |        |      |       |
| Social                      |      |      |      |       |        |      |       |
| Rest & relaxation           |      |      |      |       |        |      |       |
| Sleep                       |      |      |      |       |        |      |       |
| Evening (13h)<br>6pm - 7am  | Mon  | Tue  | Wed  | Thu   | Fri    | Sat  | Sun   |
| Work                        |      |      |      |       |        |      |       |
| Family                      |      |      |      |       |        |      |       |
| Education                   |      |      |      |       |        |      |       |
| Sport                       |      |      |      |       |        |      |       |
| Social                      |      |      |      |       |        |      |       |
| Rest & relaxation           |      |      |      |       |        |      |       |
| Sleep                       |      |      |      |       |        |      |       |
| Total (hours)               | Mon  | Tue  | Wed  | Thu   | Fri    | Sat  | Sun   |
|                             | Work | Fam. | Edu. | Sport | Social | Rest | Sleep |
| Actual time spent           |      |      |      |       |        |      |       |
| Ideal time spent            |      |      |      |       |        |      |       |
| Difference                  |      |      |      |       |        |      |       |



Communication



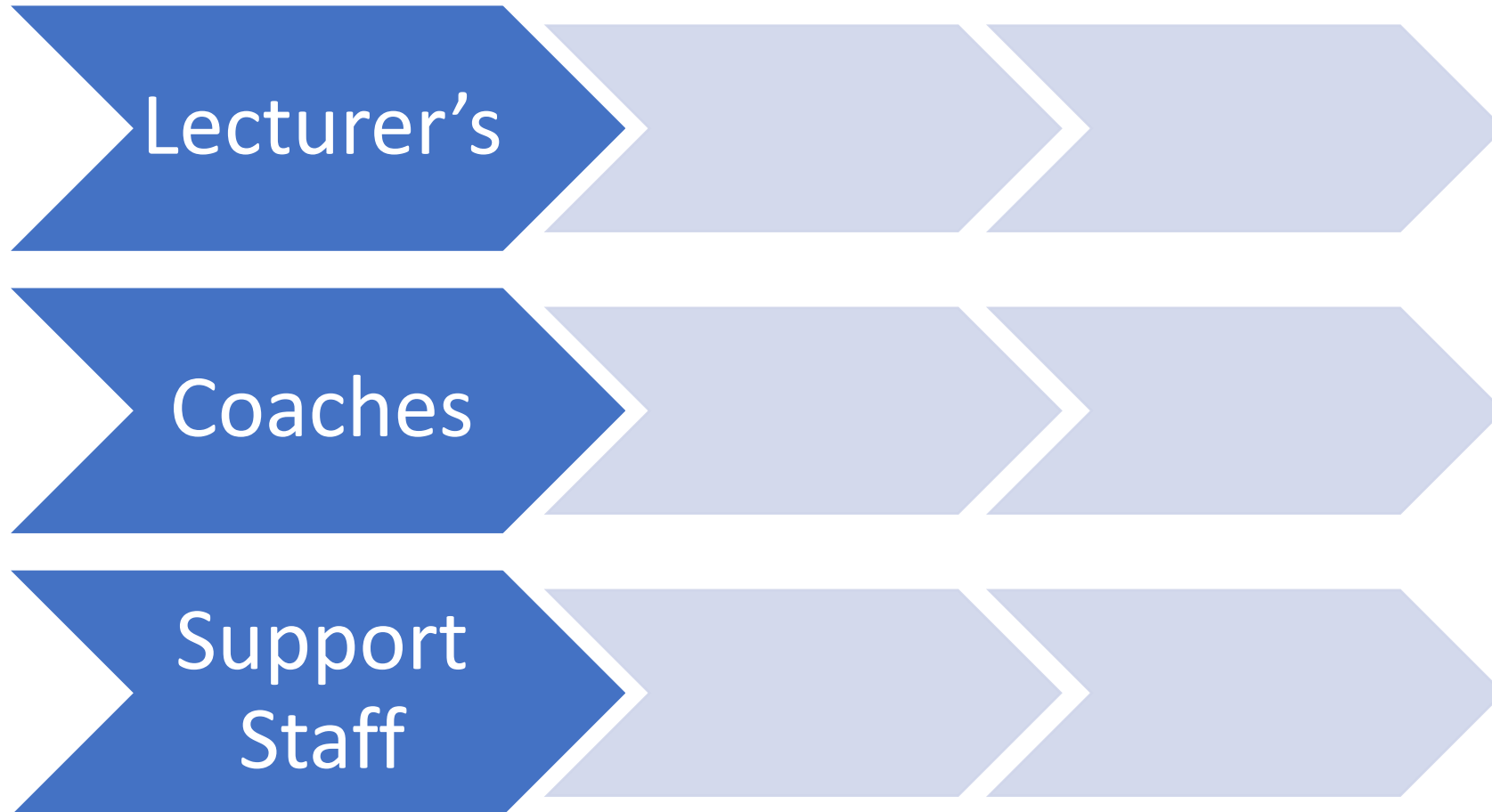
# Clear communication

- **Make a note of all people in your support circle** (school/college, coach, institute (sport AND academic), family, friends), these are the people you will need to be in contact with for many different reasons.
- Beside each one **write the method of communication** most suited e.g. formal email, informal email, text, phone call, zoom call, face to face, ask parent or guardian to do it.
  - Be proactive, contact the relevant people in advance (this is linked to your time management and planning)**





# Communication- what form of communication suits each situation?



# Recap

- **2** points of information you took from the last hour
- **1** action I can implement next week



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CAO Support

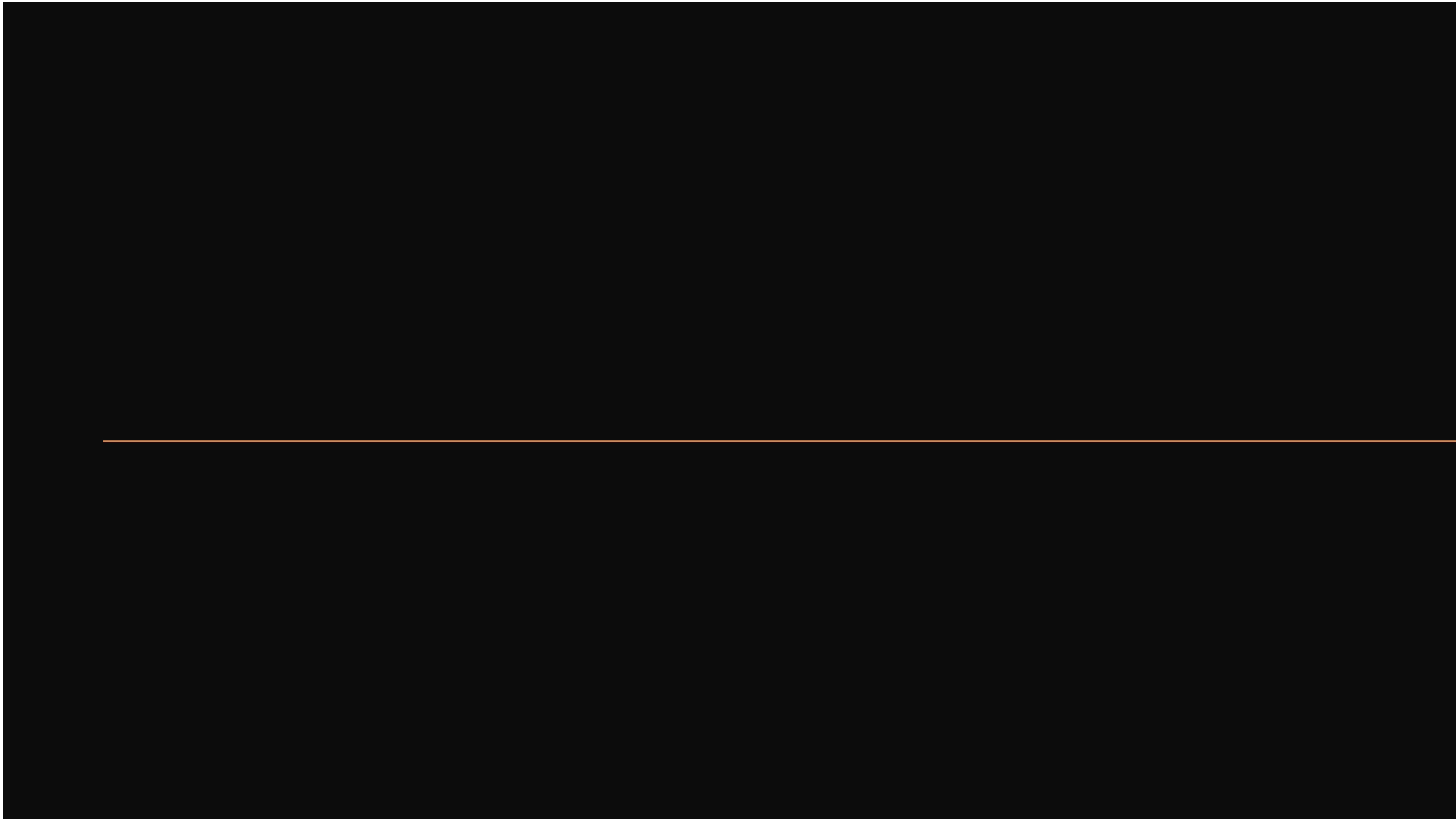
# Life after the Leaving Certificate

## **CAO**

- Opens Nov 22
- Temporarily closes 1<sup>st</sup> Feb
- Restricted courses: Medicine, Art, Music, Architecture must be on CAO by 1<sup>st</sup> Feb
- Change of Mind – CAO reopens May – 1<sup>st</sup> July

## **Other Options**

- QQI (PLC) Courses
  - Open from April – Sept
- Taking a year out
  - Work
  - Achieve other goals – e.g. driving licence
  - Focus on Athletics



# University & Course Choice Factors to consider

Your Career Interests

Dual Career Supports

Athlete Development History

Location

# Sport Scholarships Ireland

- Dates: Various for each University but commonly opens in March.
- Applications: List all achievements in all sports
- Interview: Practice. Why the college, why the course, what will you add to the scholarship programme
- Note: Some Scholarships offer CAO points so it is important to ask and highlight if you think you will need this support

# Third Level In House Supports

## Options if you are struggling to manage in University

- Sports Dept- Can sign post and in some cases contact the academics on your behalf
- Student Advisor/ Registration Office- Support with options such as internal transfer of courses
- Careers Office – Support with options with your degree
- Slow Tracking – Studying 1year over 2 years. Recommended for intense courses and especially from 3year onward.
- Withdrawal – refund of fees if you withdraw within the first 4-6weeks. Partial refund if you leave before 2<sup>nd</sup> Semester starts
- External Transfers -If you have at least 1 year completed in your Undergraduate degree you can apply for an external transfer to a similar course in a different university in Ireland without applying to the CAO.

*Avoid- withdrawing if you have completed 2 or more years of your undergraduate degree*



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