

Goal Setting & Getting Things Done

Everyone has dreams and goals. Achieving personal and professional goals, however, requires planning and action. Learning how to manage time and set realistic goals will increase your chance of success in every area of your life. Following the advice in this course will help increase your productivity and help you achieve your dreams.

Modules

- Overcoming Procrastination
 - 15 minute rule
 - Remove distractions
 - Start small & Build
 - Set realistic deadlines
- Four P's of Goal Setting
- Improving motivation
 - Remember peak moments
 - Write down your goals
 - Track the progress
- Wise Time Management
 - Urgent / Important Matrix
 - The 80 / 20 Rule
 - Utilize a calendar
 - Create a ritual
- Tips for completing tasks
 - One minute rule
 - Five minute rule
 - Break up large tasks
- Increase your productivity
 - Repeat what works
 - Build on your successes
- "To Do" List characteristics
- SMART Goals



2 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned