

Goal Setting & Getting Things Done

Course Description:

This course will provide the knowledge and skills participants need to complete more tasks and get things done. We focus on goal characteristics, time management, and what to do when setbacks occur. It will cover strategies to help participants deal with distractions and overcome procrastination. These skills will translate into increased professional and personal satisfaction. Participants will learn the goal-setting characteristics of successful people and, in turn, will become happier and more productive individuals.

Course Objectives:

This dynamic course incorporates proven adult learning principles and techniques to ensure real-world practicality and application of the lessons. The methodology comprises exercises, case studies, assessments, video dramatizations, and fosters insightful group discussions.

- Learn the rules of "Time Management."
- Learn how to reduce distractions.
- Understand the art of FOCUS.
- Understand the difference between a To-Do list and a To-Day list.
- Learn how to control your day rather than allowing your day to control YOU.
- Learn the secret to productivity.
- Learn how to create an environment for productivity.
- Learn how to differentiate between real deadlines and fake deadlines.
- Understand that for every "Yes" you say to others, you are saying "No" to your priorities.
- Increase your productivity.
- Explore "The Big Rocks".
- Learn about SMART Goals.
- Discover the 8 Steps to Achieving Goals.
- Understand the ABC's of Goal Setting.
- Differentiate between Lead Goals and Lag Goals.
- Explore "The Knowing Doing Gap".