

Goal Setting and Getting Things Done

"You can do anything if you set goals. You just have to push yourself." RJ Mitte

We all want to achieve things in life. Setting effective goals and working towards achieving them determines the difference between success and failure. This workshop will provide the knowledge and skills that will translate into increased satisfaction in your professional and personal life.

Our Goal Setting and Getting Things Done workshop will cover strategies to help participants complete more tasks and get things done. We touch on goal characteristics, time management, dealing with distractions, overcoming procrastination and what to do when setbacks occur. Participants will learn the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals.



Course Objectives and Content

KEY LEARNING OBJECTIVES

1. Use goal setting activities and appropriate language to articulate your goals, both short and long term.
2. Use time management techniques to achieve your goals on time.
3. Use motivating techniques to help you reach your goals.
4. Understand how to deal with setbacks.

WHO IS THIS FOR?

This course is suited for everyone in any organisation!

COURSE CONTENT

1. SMART goals; specific, measurable, attainable, realistic, timely.
2. Four P's of goal setting; they need to be positive, personal, possible and prioritised.
3. Improving motivation; remember peak moments, write your goals down, use gamification, track your progress.
4. Wise time management; urgent/important matrix, the 80/20 rule, utilise a calendar, create a ritual.
5. Overcoming procrastination; eat that frog! Just do it, the 15, minute rule, chop it up.
6. Remove distractions; start small and build, reward yourself, set realistic deadlines.
7. Tips for completing tasks; one-minute rule, five-minute rule, break up large tasks, utilise technology.
8. Increase your productivity; repeat what works, get faster, remove "should" from your dictionary, build on your successes.
9. To do list characteristics; focus on the important, chunk, block, tackle, make it a habit, plan ahead.
10. Mistakes will happen; accept it, bounce back, adapt and learn from them, if needed, ask for help.

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