

Goal Setting and Getting Things Done

Goal Setting is one of the most basic and essential skills to develop. What makes a good goal? We touch on goal characteristics, time management, making a to do list, and what to do when setbacks occur. This workshop will provide the knowledge and skills for your participants to complete more tasks and get things done.

Our Goal Setting and Getting Things Done workshop will cover strategies to help your participants overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. Your participants will learn about the goal setting characteristics of successful people and how they too can become happier and more productive individuals.

Workshop Objectives:

- Overcome procrastination
- Manage time effectively
- Accomplish important tasks
- Self-motivate
- Create SMART goals



- Module Two: Overcoming Procrastination (I)
 - Eat That Frog!
 - Just Do It
 - The 15 Minute Rule
 - Chop It Up
 - Practical Illustration
 - Module Two: Review Questions
- Module Three: Overcoming Procrastination (II)
 - Remove Distractions
 - Start Small and Build
 - Reward Yourself
 - Set Realistic Deadlines
 - Practical Illustration
 - Module Three: Review Questions
- Module Four: The Four Ps of Goal Setting
 - They Need to Be Positive
 - They Need to Be Personal
 - They Need to Be Possible
 - They Need to Be Prioritized
 - Practical Illustration
 - Module Four: Review Questions
- Module Five: Improving Motivation
 - Remember Peak Moments
 - Write Down Your Goals
 - Use Gamification
 - Track Your Progress
 - Practical Illustration
 - Module Five: Review Questions
- Module Six: Wise Time Management
 - Urgent/Important Matrix
 - The 80/20 Rule
 - Utilize a Calendar
 - Create a Ritual
 - Practical Illustration
- Module Six: Review Questions
- Module Seven: Tips for Completing Tasks
 - One Minute Rule
 - Five Minute Rule
 - Break Up Large Tasks
 - Utilize Technology
 - Practical Illustration
 - Module Seven: Review Questions
- Module Eight: Increase Your Productivity
 - Repeat What Works
 - Get Faster
 - Remove “Should” from Your Dictionary
 - Build on Your Successes
 - Practical Illustration
 - Module Eight: Review Questions
- Module Nine: “To Do” List Characteristics
 - Focus on the Important
 - Chunk, Block, Tackle
 - Make It a Habit
 - Plan Ahead
 - Practical Illustration
 - Module Nine: Review Questions
- Module Ten: Smart Goals
 - Specific
 - Measurable
 - Attainable
 - Realistic
 - Timely
 - Practical Illustration
 - Module Ten: Review Questions
- Module Eleven: Mistakes Will Happen
 - Accept It
 - Bouncing Back
 - Adapt and Learn
 - Ask for Help