

## Goal Setting and Getting Things Done Workshop

### Course Duration 1 Day

Goal Setting is one of the most basic and essential skills someone can 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 the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals..

### Course Objectives

At the end of the course participants will be able to:

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

### Course Outline

#### Overcoming Procrastination (I)

Eat That Frog!  
Just Do It  
The 15 Minute Rule  
Chop It Up

#### Wise Time Management

Urgent/Important Matrix  
The 80/20 Rule  
Utilize a Calendar  
Create a Ritual

#### Smart Goals

Specific  
Measurable  
Attainable  
Realistic  
Timely

#### Overcoming Procrastination (II)

Remove Distractions  
Start Small and Build  
Reward Yourself  
Set Realistic Deadlines

#### Tips for Completing Tasks

One Minute Rule  
Five Minute Rule  
Break Up Large Tasks  
Utilize Technology

#### Mistakes Will Happen

Accept It  
Bouncing Back  
Adapt and Learn from Them  
If Needed, Ask for Help

#### Four P's of Goal Setting

They Need to Be Positive  
They Need to Be Personal  
They Need to Be Possible  
They Need to Be Prioritized

#### Increase Your Productivity

Repeat What Works  
Get Faster  
Remove "Should" from Your Dictionary  
Build on Your Successes

#### "To Do" List Characteristics

Focus on the Important  
Chunk, Block, Tackle  
Make It a Habit  
Plan Ahead

#### Improving Motivation

Remember Peak Moments  
Write Down Your Goals  
Use Gamification  
Track Your Progress