PROFESSIONAL DEVELOPMENT TRAINING

Goal Setting and Getting Things Done Training Course

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Goal setting is an imperative skill that can be learned. Setting and achieving goals will increase the productivity and confidence in any staff member. The key is to set different types of goals (short, medium and long-term) that can be achieved as well as "stretch" goals which are used to reward best efforts.

The PD Training Goal Setting and Getting Things Done Training Course provides knowledge and development skills in creating SMART goals, utilising technology, overcoming procrastination, self-motivating, managing time, and more. These techniques help you to set accurate goals and to achieve them.

This highly valuable and practical training course is now available throughout Singapore and also via instructor-led online training.

Please click on the Public Class tab below to view our Goal Setting and Getting Things Done Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

During this training course, participants learn to overcome procrastination, develop accurate goal setting skills, manage time effectively, self-motivated, and accomplish important tasks. These skills translate into increased satisfaction in one's professional and personal life.

Developing the ability for goal setting and getting things done after this training course helps participants become more productive, successful, and satisfied.

Outcomes

This extensive training course helps participants develop important skills to achieve more in professional and personal life.

After completing this course, participants will have learned to:

- Overcome procrastination
- Apply the 15 minute rule
- Remove distractions
- Reward yourself

- Start small and build from there
- Set realistic deadlines
- Use the four P's of Positive, Personal, Possible and Prioritised
- Motivate yourself by remembering success
- Use gamification
- Track your progress
- Manage time
- Break up large tasks
- Utilise technology
- Build on your successes
- Chunk, block and tackle
- Plan effectively
- Use Specific, Measurable, Attainable, Realistic and Timely (SMART) goals

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Modules

Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Overcoming Procrastination (I)

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

Lesson 3: Overcoming Procrastination (II)

- Remove Distractions
- Start Small and Build
- Reward Yourself
- Set Realistic Deadlines
- Case Study

Lesson 4: 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

Lesson 5: Improving Motivation

- Remember Peak Moments
- Write Down Your Goals
- Use Gamification
- Track Your Progress
- Case Study

Lesson 6: Wise Time Management

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

Lesson 7: Tips for Completing Tasks

Lesson 8: Increase Your Productivity

- One Minute Rule
- Five Minute Rule
- Break Up Large Tasks
- Utilize Technology
- Case Study

- Repeat What Works
- Get Faster
- Remove "Should" from Your Vocabulary
- Build on Your Successes
- Case Study

Lesson 9: "To Do" List Characteristics

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

Lesson 10: Smart Goals

- Specific
- Measurable
- Attainable
- Realistic
- Timely
- Case Study

Lesson 11: Mistakes Will Happen

- Accept It
- Bouncing Back
- Adapt and Learn From Them
- If Needed, Ask for Help
- Case Study

Lesson 12: Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

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