

## Goal Setting and Time Management Training (1 Day)

Good time management is the stress-reducing oxygen you need to achieve excellence in everyday life. It is about focusing on the right thing and doing it right. When you become goal oriented you will find yourself managing your time more effectively. Hence, goal setting is one of the most important time management techniques.

Living without a goal is like being in a hydroplane situation, a condition in which a loss of traction between the tires of a vehicle and the road surface leads to skidding of the vehicle. An authentic goal is the positive traction that helps you move forward in the right direction. Don't let your time just skid away; gain control by setting meaningful goals. This course will help you set goals that are your own and help you use leading-edge strategies to bring them to culmination.

### Course Topics

1. Learn effective time management skills.
2. Identify the benefits of setting goals.
3. Master the skills of setting your own goals.
4. Implement the right strategies to track your goals.
5. Understand flexibility vs. persistence when prioritizing.
6. Turn goals into habits.

### Course Outline

#### **Become an Expert in Time Management**

##### Respect Your Time

Realize That Time Is Money

How Much Is Your Time Worth?

Develop a "My Time Is Money" Mind-set

##### Do More by Doing Less

##### Respect Others' Time

Don't Keep Others Waiting

Check if an Interruption Is Timely

Spend Your Time Doing What You Truly Love to Do

- Personality and Time Management
- Time Management Skills
  - Create Practical To-do Lists
  - Manage Interruptions
- Ways to Circumvent Interruptions
  - Let Your Phone Take the Message
  - Check Your Email at Designated Times
  - Handle People Interruptions
  - Schedule Difficult and Boring Tasks
- Goals as a Motivational Tool for Time Management

### **Microsoft Outlook and Time Management**

- Optimize Scheduling Tools
- Using the Inbox to Create Task Lists in Outlook
- Use Your Tasks as Work Lists
- Creating a Calendar Item from an Inbox Email
- Checking Email at Designated Times
- The Under-Two-Minute Rule
- Setting Up Rules
- Creating Folders and Archiving Email
  - Creating Major and Subfolders
- Using Auto-archive
- Create a Distribution List
- Email Etiquette and Efficiency Tips
- Do's When Writing Email

### **Understanding the Importance of Goal Setting**

- Start Where You Are Planted
  - Start Where You Are
  - Have a Peer Role Model
  - Have the Right Kind of Cheerleader
  - Handle Stress Better
  - Have Small "Wins"
- Why Goal Setting Is Important
  - It Will Help You Find Purpose and Direction
  - You Will Be More Productive with Your Time
  - You Will Get Used to the Feeling of Success
  - Optimism Will Become Second Nature to You
  - Personal and Professional Growth Will Become Your Mantra

## **Creating a Strategy to Achieve Smart Goals**

Understand What a SMART Goal Is

Specific

Measurable

Attainable

Relevant

Checking if Your Goal Is Relevant

Time Bound

Identify the Right Tools for Goal Setting

Implementing by Building a Support System

How to Find Supporters

Understand Your Strengths and Weaknesses

Identify Skills You Need

Different Types of Supporters

Supporters at Work

Professional Supporters

Support Groups

Turn Your Social Network into Your Cheerleading Network

Being Selective

Whom to Avoid

Sharing Your Goals

Make Yourself Accountable

## **Sustaining Goal Setting for Success**

Persistence

Don't Give up at the First Sign of Difficulty

Be Persistent in Taking Small Steps

Recover and Recuperate

Flexibility

Failure Is Learning

Changing Your Approach

Celebrating Small Wins

Grow Where You Are Planted

Believe in Yourself

Make Goal Setting a Habit