

## **Goal Setting and Workplace Efficiency Training (1 Day)**

Less stress. Better work-life balance. Hours of free time. More energy. Increased productivity.

Do you want more time and less stress? This class can help.

Research studies have found proven strategies that can help you save time and achieve your goals. This class teaches you to use these strategies. You will learn to prioritize tasks, say "no" and delegate, manage your inbox, avoid distractions, and set SMART goals.

### **Course Benefits:**

- Practice using the most effective time management strategies.
- Create SMART goals.
- Take control of your email inbox.
- Understand flexibility vs. persistence when prioritizing.
- Build your support system.

### **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  
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