

Goal Setting and Getting Things Done

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.

Workshop Objectives:

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



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier
President
Mastering the Positive, LLC
Phone: (757) 962-7073
Mobile: (757) 952-8340
Visit: www.masteringthepositive.com
Email: jfraziers@cox.net



CLASS CONTENT

Session One: Getting Started

Workshop Objectives
Pre-Assignment

Session Two: Overcoming Procrastination

(I)

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

Session Three: Overcoming Procrastination

(II)

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

Session Four: 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
Case Study

Session Five: Improving Motivation

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

Session Six: Wise Time Management

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

Session Seven: Tips for Completing Tasks

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

Session Eight: Increase Your Productivity

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

Session Nine: "To Do" List Characteristics

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

Session Ten: Smart Goals

Specific
Measurable
Attainable
Realistic
Timely
Case Study

Session Eleven: Mistakes Will Happen

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

Session Twelve: Wrapping Up

Words from the Wise
Lessons Learned