



A Goal-setting Approach to Optimize Productivity

This 3-to-4 hour session combines the crucial topics of Time Management and Goal Setting into a half-day interactive workshop. Participants will explore the impact of setting goals and objectives and effectively managing their time to achieve maximum productivity, both personally and professionally.

The group will share their current time management habits – both successes and challenges – and brainstorm practical approaches to overcome the common barriers to optimum time management, including techniques for minimizing procrastination maximizing prioritization and planning.

Outline

What the Research Says: The Intersection Between Goal-setting and Time Management

Analyzing the Difference between Goals and Objectives

- Clearly differentiating between a goal and an objective
- Highlighting the relationship between goals and objectives

How Personality Type Effects One's Relationship to Goals, Objectives and Time Management

- The four temperaments and how goals and time management are approached
- Determining which type you are and how to manage your style

What the Research Says: The S.M.A.R.T. Methodology for Developing Objectives

- Unpacking the S.M.A.R.T. methodology for determining objectives:
 - Specific
 - Realistic
 - Measureable
 - Time-oriented
 - Achievable

How to Remain Focused on a Goal

- Find your *why*; find your *will*; find your *way*
- Taming your to-do list and developing your to-be list

Collaborating with Team Members to Attain Goals

- How team work effects goal-setting
- How teams work together to set and attain mutual goals

Personal Time Management Habits

- Breaking the bad habits
- Developing the effective and lasting habits



Conquering the Pitfall of Procrastination

- How procrastination negatively impacts productivity in striving to reach goals and objectives
- The best techniques for overcoming your brand of procrastination

Learning How to Prioritize for Optimum Productivity, Personally and Professionally

- The case for effectively prioritizing
- Your own barriers to prioritizing and how to overcome them

The Habit of Planning to Achieve Success

- Analyzing your to-do list to prioritize your time
- Executing your plan to achieve personal and professional success

Outcome:

Participants will possess a clear understanding of the integral relationship between goal-setting and time management. They will employ a hands-on instrument that guides them through self-reflection on habits and barriers to effective use of time and maximum productivity. Through this workshop they will be equipped with a better plan to execute goals and objectives in a timely fashion.