



# Goal Setting and Getting Things Done

Goal setting is a foundational skill for personal effectiveness and sustained performance. This workshop helps participants understand what makes goals meaningful and achievable, and how to translate intentions into consistent action. Participants explore goal clarity, prioritization, time management, and practical strategies for staying focused when obstacles or setbacks arise.

Through proven frameworks and practical tools, participants learn how to overcome procrastination, manage competing demands, and follow through on commitments. These skills lead to increased productivity, greater confidence, and a stronger sense of accomplishment. By applying the habits and disciplines used by successful individuals, participants are better equipped to achieve results and experience greater satisfaction in both their professional and personal lives.

## Workshop Objectives:

- Define clear, meaningful goals that align individual priorities with organizational objectives.
- Apply proven goal-setting frameworks to increase focus, follow-through, and accountability.
- Translate goals into actionable plans with clear milestones and timelines.
- Prioritize tasks effectively to focus effort on high-impact work.
- Overcome procrastination and distractions through practical self-management strategies.
- Adapt goals and plans in response to setbacks or changing conditions without losing momentum.
- Increase personal and team productivity by consistently executing on priorities.
- Model goal-driven behaviors that strengthen performance, reliability, and leadership credibility.



## Course Outline:

Module One: Getting Started

Module Two: Overcoming Procrastination (I)

Module Three: Overcoming Procrastination (II)

Module Four: Four P's of Goals Setting

Module Five: Improving Motivation

Module Six: Wise Time Management

Module Seven: Tips for Completing Tasks

Module Eight: Increase Your Productivity

Module Nine: To Do List Characteristics

Module Ten: SMART Goals

Module Eleven: Mistakes Will Happen

Module Twelve: Wrapping Up