

**Course Overview:**

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.

**Course Objective:**

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

**Course Outline:**

- Overcoming Procrastination
- Remove Distractions
- Start Small and Build
- Reward Yourself
- Set Realistic Deadlines
- 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
- Improving Motivation
- Wise Time Management
- Tips for Completing Tasks
- Increase Your Productivity
- “To Do” List Characteristics
- Smart Goals
- Mistakes Will Happen

**Who Should Attend:**

- Anyone responsible for organizational improvement
- Managers concerned with achieving standards of excellence
- Managers interested in enhancing their management skills
- Managers interested in enhancing their leadership skills

**Training Language:**

English-Arabic

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

**Venue | Date | Fees**

Khobar | 19-05-2024 | 10,350 SAR

Khobar | 22-12-2024 | 10,350 SAR

Riyadh | 22-12-2024 | 10,350 SAR