Effective Time Management with Goal Setting

Course Code: ASKETM

Course synopsis: Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. Today we will learn how to make the most of your time by getting a grip on your office space, organizing your workflow, learning how to use your planner effectively, and delegating some of your work to other people.

Course Objectives: By the end of the workshop, participants will be able to:

- Better organize yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail workplace productivity.

Course Outline:

- Understand the Power of Change
- Understanding Yourself
- Setting SMART Goals
- Planning Tools
- Setting a Ritual & How Rituals Can Help You
- Learn the Four D's : Do, Dump, Delay, and Delegate
- STING
- Organising Your Workspace
- Organising Your Files
- Managing Your Workload
- Workload Analysis

Course Duration: 1 day (8 hours), 9:00am - 5:00pm

Course Fee: $321.00 (Inc. GST) per participant

Course Dates: Refer to www.asktraining.com.sg/calendar.html