



**@ASK Training**  
Attitude | Skills | Knowledge

# Wisdom in Using Time and Achieving Goals

**Course Code:**

ASKWUT

**Course Duration:**

1 day (8 hours), 9.00am - 5.00pm

**Course Fee:**

\$600 (\$654 Inc. 9% GST) per participant

**Course Venue:**

Hotel

**Course Dates:**

<https://asktraining.com.sg/course-schedule/>

[YouTube Video on Trainer's sharing](#)



## Course Synopsis

Do you find yourself constantly distracted at work but feel unsure about what is causing you to lose focus? Are you someone that feels that time passes slowly or constantly lament on the lack of time that you have on your hands? Have you given serious thought to your goals in life? Do you have any concrete plans to better manage your time so that you can achieve your personal goals in life?

Everyone is entitled to 24 hours a day. You need to be able to exercise wisdom in using time so that you can achieve your goals.

Despite so, time slips away without us being consciously aware. It may be due to our own disorganization, or disturbances from people clamoring for our attention at work, that distracts us from our important tasks at hand.

In our 1-day workshop, you will learn to how to make the most of your time and achieve success in your workplace and life. Specifically, you will be introduced to the 4D strategy to prioritize your work effectively so that the most important things get done.

You will also learn how to use work planners to meet your personal deadlines and to delegate work to others to keep the projects that you are managing on track. Lastly, you will learn how to keep procrastination at bay and energy boosting tips that you can start everyday with renewed vigor to work towards your goals.

## Course Objectives

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By the end of the course, participants would 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
- Developing wisdom on time management and goal setting

## Course Outline

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- 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
- Day-to-day time allocation
- Long term (time) planning such as 30 years plan for mortgage / investment