

Personal Development

Goal Setting and Getting Things Done Course Outline:

Module One: Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Pre-Assignment
- Action Plans and Evaluations

Module Two: Overcoming Procrastination (I)

- Eat That Frog!
- Just Do It
- The 15 Minute Rule
- Chop it Up
- Case Study
- Module Two: Review Questions

Module Three Overcoming Procrastination (II)

- Remove Distractions
- Start Small and Build
- Reward Yourself
- Set Realistic Deadlines
- Case Study
- Module Three: Review Questions

Module Four: Four P's of Goals Setting

- They Need to be Positive
- They Need to be Personal
- They Need to be Possible
- They Need to be Prioritized
- Case Study
- Module Four: Review Questions

Module Five: Improving Motivation

- Remember Peak Moments
- Write Your Goals Down
- Use Gamification
- Track Your Progress
- Case Study
- Module Four: Review Questions

Module Six: Wise Time Management

- Urgent/Important Matrix
- The 80/20 Rule
- Utilize a Calendar
- Create a Ritual
- Case Study
- Module Six: Review Questions

Module Seven: Tips for Completing Tasks

- One Minute Rule
- Five Minute Rule
- Break Up Large Tasks
- Utilize Technology
- Case Study
- Module Seven: Review Questions

Module Eight: Increase Your Productivity

- Repeat What Works
- Get Faster
- Remove "Should" from Your Dictionary
- Build on Your Successes
- Case Study
- Module Eight: Review Questions

Module Nine: To Do List Characteristics

- Focus on the Important
- Chunk, Block, Tackle
- Make It a Habit
- Plan Ahead
- Case Study
- Module Nine: Review Questions

Module Ten: SMART Goals

- Specific
- Measurable
- Attainable
- Realistic
- Timely
- Case Study
- Module Ten: Review Questions

Module Eleven: Mistakes Will Happen

- Accept It
- Bouncing Back
- Adapt and Learn from Them
- If Needed, Ask for Help
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations