

Planning and Prioritising for Success

It can be hard to juggle the many demands of today's workplace. With time at a premium, it helps to have clear goals and priorities.

This webinar provides practical tools and tips on how to identify your goals and develop them into an action plan that can be delivered in a busy environment. It is relevant for anyone who wants to boost their productivity and get more done.

Topics

The following topics will be covered:

1. How to Prioritise your goals & plans
2. How to turn goals into action
3. Making a plan to achieve your goals
4. Tracking your progress

Duration and Format

This talk can be delivered in-person or online using your preferred collaboration tool. The session lasts 60 minutes. This includes:

- Introductions and requirements
- Presentation of ideas and tips via SlideShare
- Q and A to answer specific questions

Participants will receive a copy of the material presented plus access to the Be Productive Goal Setting template.



The image shows a 'Goal Setting Worksheet' template. It is a grid-based form with the following sections:

- My Goal:** A header for the goal description.
- Specific:** Describe your goal in more detail.
- Measurable:** How will you measure progress?
- Achievable:** Do you have time to do it?
- Relevant:** Why are you doing it?
- Timed:** What is your target to complete it? What frequency will you do things (daily, weekly, etc.)?
- Things I need to do:** A list of five items (1-5) with columns for 'Target Date' and 'What might stop me achieving your goal?'. A red line indicates a section for 'Anything that got in the way before?'.

The logo 'beproductive.ie' is visible at the bottom of the worksheet.

Fee

In-house session - €350.

Online session - €300.

Presenter

This webinar is delivered by Productivity Consultant Moira Dunne.

