

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 are covered:

- How to Prioritise your goals & plans
- How to turn goals into action
- Making a plan to achieve your goals
- Tracking your progress

Duration and Format

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

The interactive format includes:

- Introductions and requirements
- Presentation of tips via SlideShare
- Q and A at the end to answer specific questions

Participants will receive access to the Goal Setting Worksheet demonstrated during the session.

Presenter

This talk will be delivered by Productivity Consultant Moira Dunne.



Fee

- Online delivery - €350
- In-person delivery - €400

Any repeat booking by a client will be subject to a 10% fee discount.

My Goal:	
Specific:	Describe your goal in more detail
Measurable:	How will you measure your progress?
Achievable:	Do you have time to do it?
Relevant:	Why are you doing it?
Timed:	What is your target to complete it?
What could stop me achieving this goal?	
What stopped me achieving goals in the past?	

My Action Plan (The work I need to do)	
1.	Target Date
2.	
3.	
4.	
5.	
6.	
7.	