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Tips for Successful Goal Setting & Planning

In today's busy work environment, it can be hard to manage time to get everything done. The constant flow of requests and email each day means we often postpone our planned work to respond. But this planned work is often the bigger projects that are key within our role.

To be productive we need to be able to juggle time to manage both the planned work and the incoming requests.

This seminar provides tips and tools to help you make practical plans to achieve goals in a busy role.

Topics

The following topics are covered:

1. How to juggle planned and unplanned work
2. How to achieve your goals in a busy environment
3. How to optimise your weekly plan

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.

My Goal:		
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	Target Date	What might stop me achieving your goal?
1.		
2.		
3.		Anything that got in the way before?
4.		
5.		

Presenter



This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie

You can read about her 30-year corporate career here: <https://beproductive.ie/about/>

Fee

Online delivery - €350, option to record = €50

In-person delivery - €400

No VAT applicable

Contact Moira to discuss your requirements or make a booking
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