

Goal Setting Time Management II

Course Description

If you would like to get more of what you want out of life, this workshop is for you.

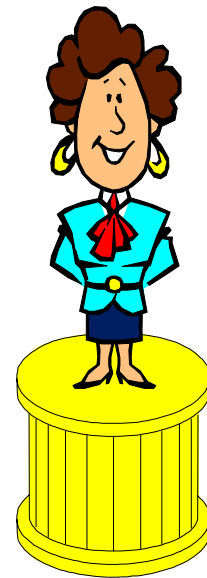
You will learn how to increase your skills in setting and accomplishing personal goals by focusing on defining what you want, why you want it, and how to get it. By the end of the workshop, you will have developed your own personal plan of action to begin accomplishing your personal goals. You will learn to apply the key principles of success and motivation in your life on a daily basis. In addition, you will review and learn new ways to enhance the value of your personal organizer.

A perfect follow-up for the Time Management Workshop, this session will enhance your ability to invest your time and energy on the areas that are important to you and your future.

Course Objectives

In this training program, participants will:

- ❖ Clarify their vision of the future
- ❖ Identify their personal and professional goals and objectives
- ❖ Increase their ability to focus on important goals
- ❖ Positively enhance their self image
- ❖ Expand their use of their Q₄ Personal Organizer
- ❖ Understand the roadblocks towards their success



This workshop is available in a four- hour format and is designed for all levels of participants.