

# Goal Setting & Time Management Training



The purpose of this course is to equip participants with tools and strategies that enable them to plan their work effectively and consequently manage their time better.

The objective of this course is to understand the entire goal setting process, How to set goals and see the big picture, to understand & formulate action plans through different activities, to enable the participants to proactively schedule tasks and to learn strategies and techniques to handle procrastination and interruptions.

## Course Contents:

- Being efficient and effective
- Importance of Goals
- Golden rules of Goal setting
- Know your time usage pattern
- What are your time wasters?
- Prioritization techniques
- Procrastination – an important time waster.
- Managing meetings effectively

## Certificate

Certificate of attendance shall be issued to all the delegates attending entire duration of the training course

## Duration:

1 Day

### Registered & Head Office-

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