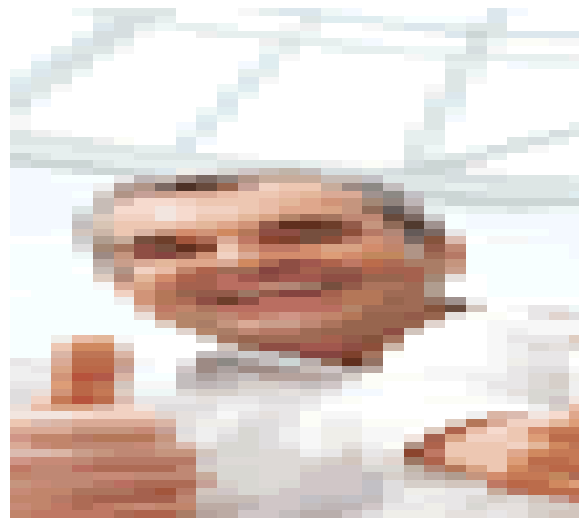


## TIME MANAGEMENT 1-HOUR ONLINE CLASS - GOAL SETTING AND PRIORITISING FOR SUCCESS

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**COURSE LENGTH: 0.1 DAYS**

This live online class is a collaborative and activity based learning experience focussed on goal setting and prioritisation with practical activities to help you apply what you learn to your current situation.

This is an instructor-led class that you can attend from home or your office.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia, Hong Kong and Papua New Guinea - this is a short but powerful learning experience that gives you global collaboration opportunities.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs see our outcomes in the reviews.

\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!



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## TIME MANAGEMENT 1-HOUR ONLINE CLASS - GOAL SETTING AND PRIORITISING FOR SUCCESS COURSE OUTLINE

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### FOREWORD

This Goal Setting and Prioritisation course is designed to provide you with the most targeted, effective and convenient learning experience by letting you join a short, sharp and collaborative session facilitated online with a master trainer and other participants from Oceania.

In this session you will learn:

- Best Practice in Goal Setting
- Activities will help you apply the concepts to your personal and work life
- Learn how to prioritise so you can pursue your goals and manage obstacles and competing demands
- Share and learn from peers around the region

This course is in English and facilitated by an Australian expert trainer with over 10 years experience.

Please note, there are three courses in this Time Management Live Online Series, it is not a requirement to join the classes in sequential order, or to take all the classes in the series, participants are encouraged to take advantage of this format and learn exactly the skills they seek.

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### OUTCOMES

At the conclusion of this course participants will:

- Understand best practice in goal setting
- Have applied goal setting to their life
- Have developed strategies to navigate obstacles and manage competing demands to achieve their goals.
- Have collaborated with people sharing the same current challenges.

This is a practical training class with takeaways people can apply immediately.

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### MODULES

#### Lesson 1: Goal Setting

- Three P's
- S.M.A.R.T Goals
- How to Prioritise
- Staying Focused

#### Lesson 2: Prioitisation

- Pareto's Law
- Immediate Tasks vs Planned Tasks
- Staying on Track

### Lesson 3: International Collaboration

Up to 20 minutes Facilitator led collaboration

- With enrolments open from Australia, New Zealand, Singapore, Malaysia and Hong Kong
- Participants benefit from sharing and collaboration from people with similar challenges from across the region
- Share, discuss and learn from like minded people
- Wrap up and close

### Lesson 4: Next Steps

Continue Developing Your Time Management Skills by taking the next 60-minute master class and learn how to delegate and manage meetings more effectively.

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### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)