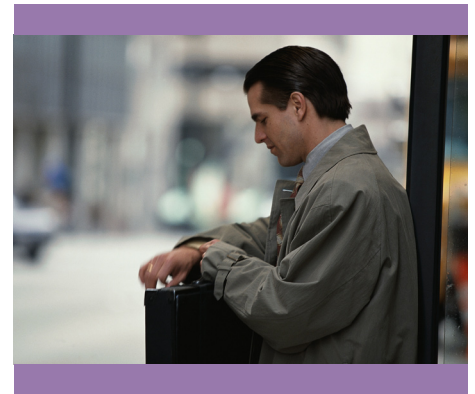


Achieving Goals & Managing Time

An intensely practical one-day workshop on working out what you want, setting appropriate goals and organising your time to take the steps needed to achieve those goals

PROFESSIONAL
£325*



*For companies in the PRCA or delegates in the CIPR. Full price £395+VAT.

Aims of the course

Delegates learn proven goal-setting and time management techniques that create compelling outcomes. They prioritise. They achieve more with less stress.

They learn to differentiate between the urgent and the important.

Delegates learn how to:

- Create well formed outcomes based on what they really want
- Identify different categories of time and recognise which are urgent; important; or merely ongoing tasks
- Motivate themselves and others
- Increase their awareness of time currently spent on unproductive activities
- Use simple, practical strategies to procrastinate less
- Assess progress and evaluate changes
- Implement their own time management strategy and achieve their own goals

COURSE CONTENT

Goals & Planning

Why time management and goal setting go hand in hand.

How setting business and personal goals allows you to prioritise activities and spend more on productive activities and less on unproductive ones.

What currently stops you from achieving goals and managing your time.

Well Formed Outcomes

The Well Formed Outcomes process for creating compelling goals. How to use NLP-based well-formedness conditions to develop goals that are much more likely to be achieved.

Stepping beyond the SMART model.

Using all sensory representational systems to develop clear representations of goals and critical success factors.

Exploring and dealing with barriers to goal achievement.

What is Time?

Understanding how our own representations of time influence our ability to manage time.

Time Management Matrix

Exploring the time management matrix.

Differentiating between tasks that are: urgent and important; urgent but not important; important but not urgent; and neither urgent nor important.

Time Management Strategies

Practical techniques for freeing up time.

Dealing with procrastination. Learning to delegate.

Planning a personal time management system.

www.henshallcentre.com

Our web site shows: terms of business; EarlyBird discounts; SuperSaver prices; and all course dates. Book online. See how to run this course just for your team. Get maps and details of local hotels. And read *iDeals* - our online newsletter.



PR Training Provider