



SEARCH 4 EXCELLENCE

GOAL SETTING AND TIME MANAGEMENT

Key Takeaways

- Plan tasks and manage their time effectively
- Prioritize and focus on work to complete tasks on time
- Avoid procrastination and eliminate time wasters
- Set SMART/FAST Goals

Target Audience

ENTRY LEVEL TO MID-LEVEL MANAGEMENT



16 HOURS

Training Duration

Goal setting

- Need for Goal Setting
- Setting SMART/FAST goals

Set effective SMART goals

Effective time management

- Eliminating time wasters
- Parkinson's Law of time management

Identify and eliminate time wasters

Prioritization

- Prioritization matrix
- Deep work

Prioritize work based on urgency and importance and do deep work effectively

KEY CONCEPTS COVERED

EXPECTED OUTCOME



THANK YOU

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8999393677