# Personal Productivity: Goal Setting, Time Management, & Motivation

**Category:**
Management

**Course Prerequisite:**
None

**Course Length:**
varies, contact GROWTHco

**Materials:**
Included (digitally only)

**Cancellation Policy:**
Less than 14 days, 50% non-refundable , less than 7 days 100% non-refundable

**Minimum Number of Students:**
4

**Maximum Number of Students:**
15

**Delivery:**
vILT or cILT
(virtual or classroom)

**Pre-work:**

None

**Description:**
This training event is an interactive training that has participants identifying and setting SMART goals during the class. These goals will have the purpose of increasing sales, increasing service, increasing revenue, or decreasing expenses. The bottom line results of the goals will exceed the cost of the entire training event.

Executives often find themselves **busy** instead of **productive** and feel overwhelmed with the amount of tasks on their to-do lists. GROWTHco will share current time management tips, processes, and tools to analyze and adjust activities, ensuring the highest priority behaviors and action steps toward pre-determined goals are scheduled, executed, and measured through completion. A time analysis tool is conducted to understand where time is currently being spent and determine which tasks need to be done, deleted, delegated, or delayed.

The entire process of goal setting, time management, performance management, and motivation helps an individual or team create a goal achievement culture. It is also a holistic process, allowing participants to design and establish a healthy work/life balance and achieve their ultimate success, potential, and happiness in every area of life.

**Core Competencies & Benefits:**
- Establish a system to identify, plan, track, and achieve goals
- Practice better time management
- Identify and prioritize activities and tasks to ensure those that are critical to goal and objective advancement are executed
- Conduct individual, team, and company SWOT analysis to identify new goals and projects
- Create work/life balance to increase success and fulfillment
- Manage others through goal setting and performance management