



Goal Setting & Getting Things Done

Participant Guide



Columbus Technical College
Economic Development
Corporate Training Materials

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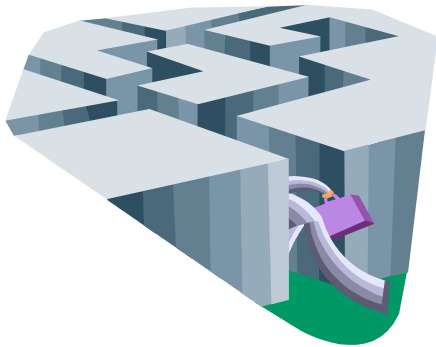
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Success is steady progress towards one's personal goals.

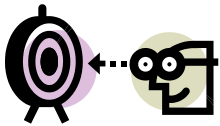
Jim Rohn

Module One: Getting Started



Everyone has dreams and goals. Achieving personal and professional goals, however, requires planning and action. Learning how to manage time and set realistic goals will increase your chance of success in every area of your life. Following the advice in this course will help increase your productivity and help you achieve your dreams.

Workshop Objectives



Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today.

At the end of this workshop, participants should be able to:

- Overcome procrastination
- Manage time effectively
- Accomplish important tasks
- Self-motivate
- Create SMART goals



Pre-Assignment

Complete this worksheet before the class begins. Make note of what you hope to learn or goals you want to address after the class.

1.) How would you describe your goal setting and time management process?

2.) Have you ever taken a course in goal setting? What was the focus?

3.) Where do you feel your skills are weak?

4.) What do you hope to learn from this course? _____

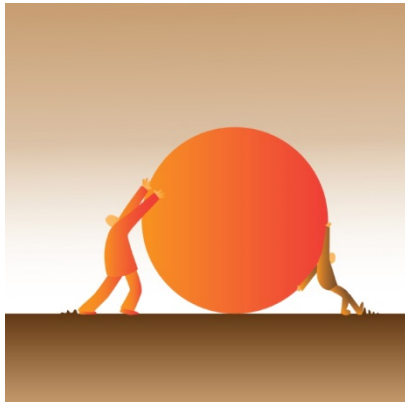
Any other thoughts: _____



Procrastination is the art of keeping up with yesterday.

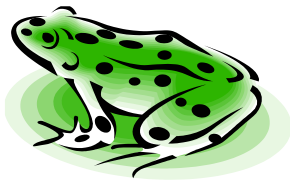
Don Marquis

Module Two: Overcoming Procrastination (I)



We all procrastinate from time to time. Procrastination occurs when we avoid tasks that we find unpleasant. Even if we perform other work-related tasks instead of the ones we dislike, we are guilty of procrastination. Unfortunately, procrastination will hinder our long-term success. With the proper skills, you can overcome procrastination.

Eat That Frog!



Mark Twain has a saying that applies to procrastination:

If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long!

Brian Tracy named his course on time management “Eat that Frog” because of this saying. The frog is anything that you do not want to do. Basically, you should complete your dreaded tasks first. Getting them out of the way will provide you with a sense of accomplishment and keep you from procrastinating. Always begin with the task that is the hardest and most significant, and you will be less tempted to procrastinate on other activities.



Just Do It



When you dislike a particular task, it is easy to procrastinate. Whether you spend time checking email or looking at Instagram, you are procrastinating. You need to do more than identify when you procrastinate. You need to discover why.

- Discover your obstacles: What do you choose over your tasks?
- Discover ways to remove obstacles: Ask for support, and take action. For example, you could turn off the Internet and your phone.
- Reward yourself: Make the task fun, and use small rewards as incentive.

Once you have identified your frogs and obstacles, the only answer is take action. Make the tasks that you want to avoid part of your daily routine. Schedule the tasks into your calendar. Once they become habit, you will find them easier to accomplish. Once you have scheduled the time to accomplish your tasks, you must follow through. Resist the temptation to procrastinate with your favorite time waster. Just do it.

The 15 Minute Rule



Lack of time is a common excuse for not completing a task. We often overestimate the time that it takes to complete tasks, but the 15 minute rule allows you to accurately time your tasks. When you follow the 15 minute rule, you set a timer for 15 minutes and work on a task. You should stop working on the task when the time is up. You will be surprised by how many tasks you complete within the 15 minutes. When you are not able to complete a task within 15 minutes, schedule 15 minutes

the next day for the same task. This allows you to make consistent progress. You will also be able to better estimate how long a similar task will take.

Chop It Up



The size of a project can also contribute to procrastination. It is easy to become overwhelmed by a large project. The key to overcoming procrastination is to chop up the large project into smaller tasks. Rather than looking at the entire project, focus on the single task. This will prevent you from becoming overwhelmed by the enormity of the work you must complete. For example, you could break a large report into different tasks such as brainstorming, outlining, writing, etc. This

technique will create a sense of achievement with each step and improve motivation, allowing you to stay focused as you reach the end of the entire project.



Case Study



Carl's manager assigned him the task of running a self-audit on the department. Carl was overwhelmed by the task. Every time he requested information from someone, he would spend 20 minutes chatting. He constantly checked email and immediately replied to all messages. Carl knew that he was falling behind, but it did little to motivate him. After an interesting exchange with his manager, Carl realized that he needed to take action. He broke the audit down into smaller segments, and avoided chatting with people. He even established set times to check email. After a few days, Carl began to see progress. This motivated him to continue the work. Despite the setback, Carl managed to finish on time.



Module Two: Review Questions

1. What is the Frog?
 - a) Boring task
 - b) Dreaded task
 - c) Important task
 - d) Unimportant task
2. The frog you begin with should be the hardest and _____.
 - a) Most complicated
 - b) Least complicated
 - c) Most boring
 - d) Most significant
3. What is the action that you take when procrastinating?
 - a) Obstacle
 - b) Frog
 - c) Reward
 - d) Incentive
4. What will rewards provide?
 - a) Obstacles
 - b) Identification of needs
 - c) Incentive
 - d) Action
5. What should you do if you have not completed the task within 15 minutes?
 - a) Cease the task
 - b) Continue working
 - c) Start over the next day
 - d) Time how much longer the task takes
6. What is a common excuse for not completing a task?
 - a) Disinterest
 - b) Not in job description
 - c) Lack of time
 - d) Too complicated



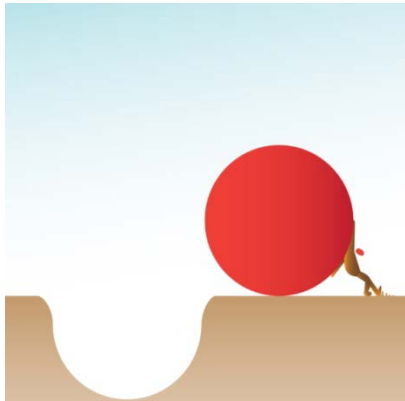
7. What can happen when you are assigned large projects?
- a) Feel motivated
 - b) Feel overwhelmed
 - c) Avoid procrastination
 - d) Planning is easy
8. What does completing small parts of a project create?
- a) Feeling overwhelmed
 - b) Motivation
 - c) Interest
 - d) Sense of achievement
9. What did Carl do when requesting information?
- a) Avoid conversation
 - b) Chat for 20 minutes
 - c) Verify information
 - d) Send emails
10. When did Carl finish the project?
- a) On time
 - b) A week late
 - c) A day late
 - d) Early



Procrastination makes easy things hard and hard things harder.

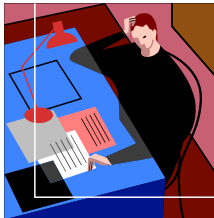
Mason Cooley

Module Three: Overcoming Procrastination (II)



Procrastination can happen at any time. It is not enough to identify that you are avoiding a project. You need to take active steps to remove the temptation to procrastinate. By taking control of your schedule and work environment, you will be able to reduce the amount of time that you spend procrastinating each day. In turn, you will be able to improve your productivity and accomplish your goals.

Remove Distractions



We are bombarded with distractions every day. These distractions are temptations to procrastinate. By removing as many distractions as possible, you will be on track to overcoming procrastination.

Distractions to Avoid:

- **Office clutter:** Clean up your space at the end of each day, both at home and in the office. This will help to keep you focused, and you will not be tempted to clean during a project.
- **Email notification:** Establish specific times to check email. Automatic notifications are distracting and cut into the time you spend on each project.
- **Telephone calls:** Do not take all calls. Choose a time to return calls and texts.
- **Environment:** Remove distractions such as books, magazines, etc., from your workstation.



Start Small and Build

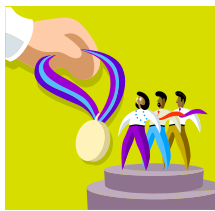


A habit of procrastination does not happen overnight. Equally, it is not possible to stop procrastinating overnight. Expecting an immediate change will only lead to disappointment. You need to start small and build in order to end procrastination once and for all. Begin by creating a daily “to do list” for your personal life. Include the daily tasks that you have trouble completing such as laundry or cleaning the kitchen. When you have stability in your personal schedule, it will be easier to

address procrastination at work.

Create a daily schedule for work once you have broken down your larger tasks into smaller ones. As your productivity increases, you will be able to build upon your schedule. You will soon find that you are finishing tasks ahead of schedule.

Reward Yourself



People tend to procrastinate because they do not find certain tasks to be pleasant. Procrastination becomes its own reward. Overcoming procrastination requires that you implement a reward system for completing tasks. Otherwise, you will revert to bad habits. Rewards should match the tasks completed. For example, taking 10 minutes on Facebook could be a reward for returning your phone calls. Similarly, going to a movie could be a reward for completing a report on time. When choosing

rewards, you need to stay away from anything that you already have planned. For example, if you already have plans to go out with friends on a weekend, the outing will not serve as a reward. Using the appropriate rewards will improve motivation and help prevent procrastination.

Set Realistic Deadlines

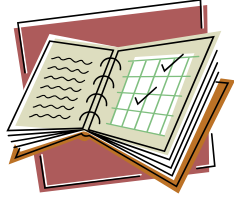


Schedules and deadlines will help you stay focused and avoid procrastination. When setting deadlines, however, you must be realistic. Deadlines that are not realistic will actually contribute to procrastination. If you do not have a chance of completing a task on time, you will avoid it. If you are creating your own deadline, you should consider how long similar tasks have taken. Be honest, and allow time for interruptions and emergencies. Do not create a schedule based on the best-case scenario. You are setting yourself up for failure. If you are assigned a deadline,

determine if it is realistic. If the deadline is not realistic, you should attempt to negotiate a more realistic date. This negotiation should be done as quickly as possible to prevent complications later.



Case Study



Alice was determined to conquer her problem with procrastination and improve her productivity. She broke down her tasks and created a schedule that she hoped would work. She tried to keep up with her daily schedule, but she was always running behind. After a week, she was stressed out and unable to completely anything on time. She was frustrated and tired. A week later, she began to procrastinate again. She continued to create schedules, but she never believed that she would finish her tasks. Finally, Alice decided to stop pretending that she could finish her tasks and quit making schedules.



Module Three: Review Questions

1. When should you clean up your desk?
 - a) The end of each day
 - b) When a project is complete
 - c) The beginning of each day
 - d) When there is time
2. Which work-related task might become a distraction?
 - a) Reports
 - b) Email
 - c) Meetings
 - d) Schedules
3. Where should you begin your attempt to prevent procrastination?
 - a) At work
 - b) On weekends
 - c) At home
 - d) In every area of life
4. What needs to happen before creating a daily schedule?
 - a) Schedule meetings
 - b) Complete tasks
 - c) Complete home tasks
 - d) Break down tasks
5. What do rewards need to match?
 - a) Obstacle
 - b) Task
 - c) Interest
 - d) Procrastination
6. What does procrastination become?
 - a) Project
 - b) Task
 - c) Obstacle
 - d) Reward



7. What are you likely to do if you cannot complete a task on time?
- a) Avoid it
 - b) Work faster
 - c) Ask for help
 - d) Extend the deadline
8. What will help you estimate the deadline?
- a) Needs
 - b) Procrastination
 - c) Past tasks
 - d) Best case scenarios
9. How long before Alice was behind schedule?
- a) One week
 - b) One month
 - c) Two months
 - d) Two weeks
10. What happened after two weeks?
- a) She reworked her schedule
 - b) She completed her tasks
 - c) She began rewarding herself
 - d) She procrastinated



People with goals succeed because they know where they are going.

Earl Nightingale

Module Four: Four P's of Goal Setting



You need goals to get things done. However, not every goal is effective. The way that you word your goals will determine whether or not you reach them. When establishing goals, it is important to remember the **Four P's** of goal setting. They need to be positive, personal, possible, and prioritized.

They Need to Be Positive



When you are creating goals, remember to make sure that they are positive. This means that you focus on what you want to achieve rather than what you want to avoid. For example, you would write, *"I will achieve a promotion."* rather than *"I will no longer work at this horrible job."* Staying focused on the positive will help improve your outlook and remove any negativity. This, in turn, will improve your chances for success. Reaching your goals will automatically help you avoid your present circumstances. When creating positive goals, remember to be as specific as possible.

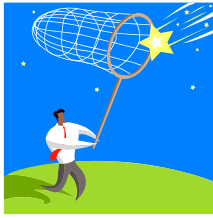
They Need to Be Personal



When creating goals, they need to reflect your dreams and desires. Goals that are not personal are ineffective. Your goals should be about you and only you. For example, *"My boss will appreciate me."* is an ineffective goal because it is not about you. It is possible to be a wonderful employee and still be unappreciated. A better goal would be, *"I will find a supervisory position where I am appreciated for my talent."* If your goals are not personal, you will never achieve them. Making goals personal places the burden of responsibility on you, but it also means that other people do not determine when you reach your goals.



They Need to Be Possible



When creating goals, you need to make sure that they are possible. When you set impossible goals, you set yourself up for failure and disappointment. Creating possible goals demands that you be honest with yourself. Some goals may require continued education or experience to achieve while others will remain out of reach. For example, it is not possible for someone to become a famous singer without any talent whatsoever. You need to assess your talents and determine what you can achieve with hard work and what will be impossible for you to accomplish. Once you have determined which goals are possible for you to achieve, success will be within reach.

They Need to Be Prioritized



Brainstorming goals can become overwhelming. You will probably have more goals than you can handle. This is the time to prioritize your goals. Begin by numerically ranking your goals and choosing the five goals that are the most important to you. Choose these goals based on your passions, and make sure that they cover all areas of your life: professional, health, personal growth, finances, etc. All of your time and energy should be spent working towards these goals.

You should place your other goals on the back burner. It is not possible to focus on 20 goals at the same time. In fact, you should avoid the other goals at all cost. You risk becoming side tracked with less important goals if you continue to entertain them. You will need to reprioritize your goals periodically. For example, you can reprioritize after you achieve one of your top five goals.

Case Study



Sean was miserable at his job. He knew that he needed a change and decided to create life goals to spur change. He began by creating the goal, *“No longer work at this horrible job.”* He continued with, *“My family will respect my decisions.”* Sean also created a short-term goal to find a position in upper management even though he had no management experience. Over the course of the year, Sean tried to realize his goals, but he remained in the same place. Feelings of frustration led him to seek out life classes where he learned to create more effective goals. After following the Four P’s, Sean began to achieve his goals.



Module Four: Review Questions

1. What should you focus on, in your goals?
 - a) What you want to change
 - b) What you want to achieve
 - c) What you want to end
 - d) Who you want to be
2. What do positive goals remove?
 - a) Procrastination
 - b) Boredom
 - c) Creativity
 - d) Negativity
3. What should be the focus of personal goals?
 - a) You
 - b) Timing
 - c) Others
 - d) Prioritized
4. Goals that are not personal are _____.
 - a) Effective
 - b) Not clear
 - c) Ineffective
 - d) Clear
5. What will determine if goals are possible?
 - a) Abilities
 - b) Interest
 - c) Outlook
 - d) Timing
6. What is necessary to create possible goals?
 - a) Analysis
 - b) Honesty
 - c) Priorities
 - d) Timing



7. How many goals should you focus on at one time?
- a) 20
 - b) 10
 - c) 5
 - d) 7
8. When should you approach goals outside of the top five?
- a) In spare time
 - b) At the end of the day
 - c) At the beginning of the day
 - d) You do not
9. What motivated Sean to create goals?
- a) Unhappiness at work
 - b) Poor health
 - c) 10 minutes
 - d) 12 minutes
10. Which goal is not personal?
- a) "No longer work at this horrible job."
 - b) "Work in upper management."
 - c) "My family will respect my decisions."
 - d) None of them are personal



Motivation gets you started. Habit is what keeps you going.

Jim Ryun

Module Five: Improving Motivation



Goals can be inspiring, but that inspiration can fade in the reality of everyday life. In order to achieve your goals, it is important that you find ways to motivate yourself. You cannot constantly rely on external motivation. Implementing different methods of motivation such as remembering peak moments, writing down goals and gamification will help keep you stay focused and positive as you work towards your goals.

Remember Peak Moments



Positive memories are powerful motivators. Remembering peak moments creates the sense of achievement and encourages us to seek out that same feeling again. Peak moments are not relegated to work accomplishments. They are any strong memories that create positive feelings. For example, completing a marathon may be a peak moment. Getting married or having a child can also be peak moments. Looking back over your peak moments will show you how much you already have, and how far you have already come. They will encourage and motivate you to keep moving forward and reach your goals.

Write Down Your Goals



Knowing your goals is not enough to keep you motivated; you have to write them down. Writing down goals creates a visual reminder of where you are going. When you are writing down your goals, remember to:

- Use the present tense or the present perfect tense: This will help you visualize reaching your goals.
- Use “I” statements: An “I” statement reinforces that they are personal goals. They are your responsibility.



Example:

- I am graduating with my Master's degree.

Once your goals are written down, you should display them someplace where you will see them regularly.

Use Gamification



Gamification uses the process of game dynamics to blend intrinsic and extrinsic motivation. Unlike online games that can become obstacles to productivity, gamification will actually help you achieve your goals. This system allows you to earn points towards rewards by accomplishing tasks. The points you earn provide incentives to complete more tasks and earn more rewards. You can create your own life game by taking a few steps.

Create Your Own Game:

- **Identify tasks:** List the tasks/chores that you need to accomplish.
- **Assign points:** Assign a number of points to each task. Tasks that you typically avoid should be given more points to provide greater incentive.
- **Assign rewards:** Determine how many points are necessary to earn each reward. Higher point counts should be given to rewards that are more valuable. For example, an outing to a coffee shop could be 20 points, while purchasing game, book, etc., could be 120 points. The rewards will depend on what motivates you.
- **Keep score:** Find a method to keep track of your points that works for you. You could use a spreadsheet or list them in an app on your phone.

You will probably have to adjust your game to find the most motivating rewards system. Once you have made the necessary adjustments, you will have fun reaching your goals.

Track Your Progress



Tracking your progress will help you see your accomplishments and which areas require more effort. Additionally, seeing the improvements that you make will motivate you to continue your hard work. Over time, you should see yourself consistently reaching more of your daily goals. There are different ways to track progress. You may choose to do it by hand, use a spreadsheet, or use an online tool such as Joe's Charts. No matter the format you use, charting requires you to complete a list of daily goals. At the end of each day, you check off the goals that you accomplished. Do



not expect to always reach all of your goals. The purpose of tracking progress is to show you the areas need more of your focus.

Example:

Goal	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Exercise	x		x		x		x
Journal	x	x			x	x	x

Case Study



Katie was having trouble staying motivated. She looked at her goals every day. They were written in the present tense and used I statements, but she lost focus by the end of the day and found herself with too many unfinished tasks. One day, her mentor told her about the gamification program that the company was going to implement. She thought that gamification would be an effective method for her personal goals since she loved to play games in her spare time. Katie created her own game with the tasks she hated such as exercising. After three months, Katie discovered that she was reaching more of her goals. Gamification made her tasks quests to be conquered, and she found herself excited to finish and earn better rewards.



Module Five: Review Questions

1. What is not a peak moment?
 - a) Having a child
 - b) Getting married
 - c) Completing a report
 - d) Finishing a marathon
2. Peak moments are always _____.
 - a) Influential
 - b) Positive
 - c) Work related
 - d) Negative
3. Which goal is written in the correct tense?
 - a) I am losing 10 pounds
 - b) I lost 10 pounds
 - c) I will lose 10 pounds
 - d) I did lose 10 pounds
4. What reinforces personal goals?
 - a) Tense
 - b) Written goals
 - c) Prioritized goals
 - d) "I" statements
5. More points should be assigned to _____.
 - a) Uncommon tasks
 - b) Boring tasks
 - c) Tasks avoided
 - d) Common tasks
6. What determines rewards?
 - a) Guidelines
 - b) Personal preference
 - c) Present actions
 - d) Tasks



7. What is not a method used to track progress?

- a) Written goals
- b) Spread sheet
- c) Online tool
- d) List by hand

8. What is necessary for tracking?

- a) Time of achievement
- b) Rewards
- c) List of goals
- d) Points

9. How long did it take for Katie to see results?

- a) One month
- b) Three months
- c) Two months
- d) Two weeks

10. How did Katie learn about gamification?

- a) Company
- b) Online
- c) Course
- d) Mentor



This is the key to time management – to see the value of every moment.

Menachem Mendel Schneerson

Module Six: Wise Time Management



Time management is the key to getting things done. It is easy to become sidetracked by unimportant tasks that do not help you reach your goals without the proper time management. By following the following strategies, you will be able to navigate your time wisely. They will help you achieve your goals while decreasing your stress level and making your life easier.

Urgent/Important Matrix

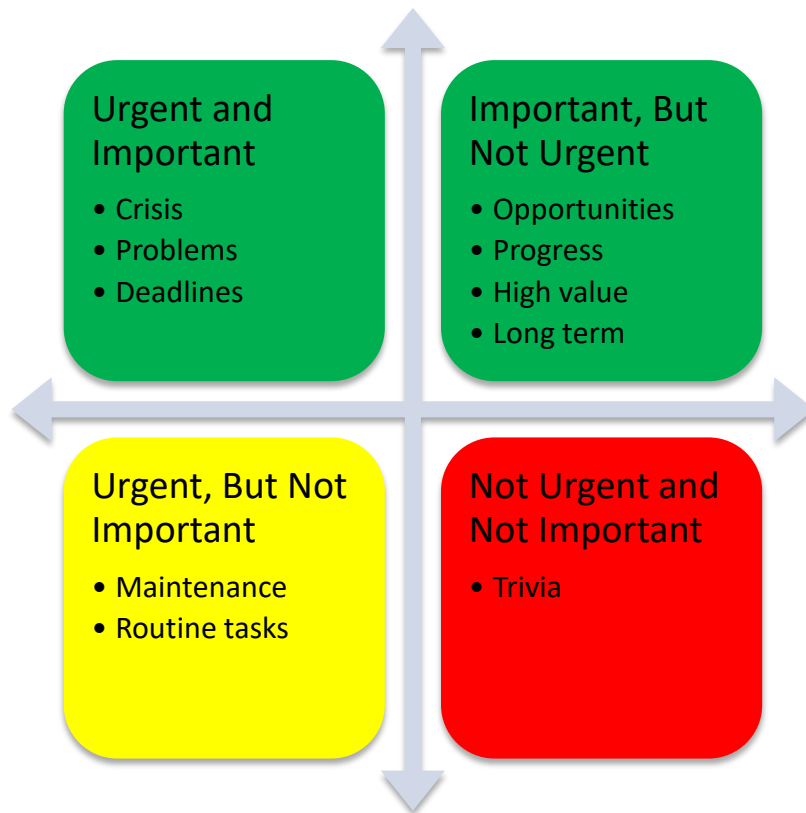


In order to manage time, you need to determine the difference between urgent and important tasks. Urgent tasks are tasks that need to be done quickly, and important tasks are related to specific goals. Most tasks will be a combination of the two, such as urgent/important or urgent/unimportant. You need to place priority on important tasks, completing tasks that are both urgent and important first.

Unfortunately, we are often trapped performing urgent tasks that are not important. They may be important to the people around you, but they are distractions and interruptions that do nothing to help you meet your own goals. Important tasks should take priority because they are focused on specific goals. The urgent/important matrix below will help you identify which tasks are urgent and which ones are important.



The Urgent/Important Matrix:



The 80/20 Rule



Many successful individuals recommend following the 80/20 Rule. The 80/20 rule states that only 20 percent of our actions are responsible for 80 percent of our successes. This means that it is necessary to discover the 20 percent of our actions that are the most effective. Focus on these actions once you discover them and make them your priorities.

The 80/20 Rule should be linked to your goals. Once you prioritize goals, you should spend your most of your time working on the 20 percent of activities that you know will move you forward.



Utilize a Calendar



Calendars are essential to effective time management. Calendars are familiar tools, but they are not always used effectively. When using a calendar to manage time, it is important that you only use one. Given the different calendar options, it is easy to try to integrate different calendars, but you risk scheduling mistakes. You can choose from physical calendars, mid tech options like day-timer, and high tech apps for your phone. Find the calendar that works for you and stick with it.

Calendar Rules:

- Keep the calendar with you: Leaving the calendar behind means that you may forget to list something on it.
- Only list appointments and day events: Appointments require specific times. Events include birthdays, anniversaries, etc.
- Avoid notes: Do not clutter your calendar. Have a separate section for notes.
- Include phone numbers: While you should avoid clutter, phone numbers and addresses may be useful.

Create a Ritual



Rituals can help improve time management. Rituals are repetitive actions, which do not need to be scheduled. For example, you do not think about brushing and flossing before bed or making coffee with breakfast. By creating rituals that are connected with goals, you will not have to schedule certain tasks. For example, if you get up at the same time every morning and exercise for 30 minutes, you will create a ritual. This ritual will become a habit over time.

You will not create a ritual overnight. For the first few months, you will have to be disciplined in your efforts. It takes time to create a habit. How long it takes a habit to form will vary according to each individual. There is no magic number. You will have to continue your quest until your ritual is complete.



Case Study



Alex never could seem keep his calendars synched. He always used a physical calendar, but his colleagues convinced him that he needed to keep a calendar on his phone. When he was at his desk, Alex would use his physical calendar and his phone app when was out. It seemed like he would overlook an appointment every week. He would always forget to transfer the appointments from his phone to his other calendar. His friends tried to convince him to get rid of his physical calendar, but he really hated using the phone app. He did not believe that the technology made his life any easier.



Module Six: Review Questions

1. What is true of an urgent task?
 - a) Meets goals
 - b) Should be done quickly
 - c) Is not important
 - d) Should be done first
2. Which type of task helps you meet goals?
 - a) Urgent
 - b) All tasks
 - c) No tasks
 - d) Important
3. What percentages of your tasks make up 80 percent of your accomplishments?
 - a) 20
 - b) 80
 - c) 100
 - d) 40
4. What should you link to the 80/20 Rule?
 - a) Obstacles
 - b) Priorities
 - c) Goals
 - d) Interests
5. What is a high tech option for time management?
 - a) Phone app
 - b) Paper calendar
 - c) Day-timer
 - d) Excel
6. Which of the following is safe to include in a calendar?
 - a) Notes
 - b) Phone number
 - c) Quicken
 - d) Word



7. How long does it take a habit to form?
- a) 21 days
 - b) 66 days
 - c) Depends on individual
 - d) One month
8. What is an example of a ritual?
- a) Typing
 - b) Listening
 - c) Creating goals
 - d) Brushing teeth
9. Why did Alex use an app?
- a) Office rules
 - b) Colleagues recommended it
 - c) Personal preference
 - d) It was free
10. Where did Alex use his physical calendar?
- a) Home
 - b) Out
 - c) Meetings
 - d) Office



Module Seven: Tips for Completing Tasks



It is easy to begin tasks, but completing them is much more difficult. Life will always find a way to distract us from our tasks. Given how easy it is to procrastinate and avoid tasks, most people have a list of tasks waiting to be completed. As this list grows, stress levels increase. By following a few simple tasks, you will improve your chances of completing tasks and staying on track and reducing stress levels.

One Minute Rule



Everyone hates doing small, mundane tasks. They may seem unimportant, but over time, they will pile up, which will diminish focus and waste time. For example, if you do not take the garbage out regularly, it will overflow. This makes a simple task much more difficult. Implementing the one minute rule eliminates this difficult situation and protects your focus.

According to the one minute rule, if a task will only take one minute, you should complete it immediately. Examples of tasks that follow the one minute rule include: filing papers, putting clothes in the laundry hamper, and taking out the garbage. A single minute will not put you behind schedule, and following the rule will save you time in the long run.

Five Minute Rule

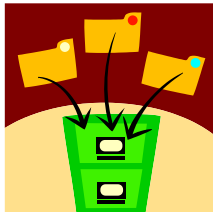


Schedules only help people focus and manage time when they are done correctly. A common mistake that people make when creating schedules is to make them too strict. It is not possible to plan the day down to the minute. When creating a schedule, you should follow the five minute rule. The five minute rule is simple: allow at least five minutes between scheduled tasks. This time is set aside so that you can complete small tasks that you have been avoiding or neglecting. The five



minutes do more than provide time to complete small, seemingly unimportant projects. They also provide a buffer between scheduled activities, which will help keep you on schedule in case a task runs longer than you expected.

Break Up Large Tasks



Many tasks have multiple steps. These tasks may be overwhelming when you look at the complete picture. By breaking these tasks up into their basic steps, you will be able to remain focused as you work. Additionally, you will feel a sense of achievement as you complete each step in the process. An example of breaking up a large task would be cleaning out a garage.

Example:

- Sort through everything
- Remove unwanted items
- Organize the remaining items
- Put away items in their appropriate locations

Breaking down a task into manageable steps will make them much easier to manage. Additionally, you will be more likely to complete a project when you break it down into smaller tasks.

Utilize Technology



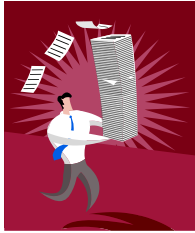
Technology has made completing tasks much easier. Computer software and online programs help you manage tasks, create reminders, and track your progress.

Besides computer programs, there are countless apps now that help you make lists, keep track of schedules, and complete tasks. No matter which smartphone you have, there are apps to keep you on track such as Reminders, Outlook, and Todoist.

You can make schedules, create lists, reply to email, etc. wherever you are. Find the technology that fits your lifestyle. If you try to use an app that you do not like, you will abandon your efforts completely. Before trying an app, ask your friends for recommendations and look up reviews online. You may also want to begin with free apps. With a free app, you have not lost any money if you do not find the app useful.



Case Study



Tim began the day washing the dishes because none of them were clean. After 20 minutes, he was able to make his breakfast. He was running late, so he left his breakfast dishes in the sink. He arrived at work and found a stack of papers on his desk waiting to be filed. He ignored the papers and went straight to work. He followed his rigid schedule and left his office a mess with more papers to file and a used coffee cup on the desk. Reports and unfinished projects were piled around his office. When he arrived home, Tim ate dinner and was too tired to clean up after himself. He watched television instead. He did have to take the garbage out because he missed the last two trash days, and the can was overflowing.



Module Seven: Review Questions

1. When should you complete a task that takes a minute?
 - a) Immediately
 - b) At the end of the day
 - c) Every morning
 - d) On breaks
2. What happens when the one minute rule is not followed?
 - a) Tasks take the same amount of time
 - b) Tasks take longer
 - c) Task are shorter
 - d) Nothing
3. What is a common mistake of scheduling?
 - a) Being too lenient
 - b) Not scheduling
 - c) Being too strict
 - d) Not being accurate
4. How much time should you allow between scheduled tasks?
 - a) 3 minutes
 - b) 2 minutes
 - c) 1 minute
 - d) 5 minutes
5. What sense does completing steps in a task create?
 - a) Achievement
 - b) Overwhelmed
 - c) Disappointment
 - d) Interest
6. What does breaking tasks up improve?
 - a) Interest
 - b) Tasks
 - c) Focus
 - d) Goals



7. What type of technology would you use on your smartphone?
- a) Yahoo
 - b) Apps
 - c) Google
 - d) Bing
8. What will determine if an app is effective?
- a) Cost
 - b) Time
 - c) Reviews
 - d) Lifestyle
9. How long did it take Tim to wash the dishes?
- a) 1 minute
 - b) 20 minutes
 - c) 5 minutes
 - d) 10 minutes
10. How much extra time did Tim add between tasks in his schedule?
- a) 1 minute
 - b) 5 minutes
 - c) None
 - d) 10 minutes



If we boost productivity, we can improve economic growth.

Tony Abbott

Module Eight: Increase Your Productivity



Improving your time management strategies will help increase your productivity. By improving your productivity, you will find it easier to reach your goals. Increased productivity takes time. However, as you begin to implement different strategies, you will discover which methods are effective and improve your personal and professional productivity.

Repeat What Works



There are numerous programs, hints, and tips available to help you improve productivity. The key to improvement is discovering what works and repeating actions with the appropriate tools. This requires researching and trying different strategies to determine which ones fit best with your workload and habits. For example, not everyone can use the same technology to keep a schedule. Once you determine which resources and strategies are effective, it is important to keep repeating them. There is no reason to change your routine once you have determined what works for you. Over time, the repetition will increase your productivity and help you move forward.

Get Faster



It may seem obvious, but the faster that you become, the more productive you will be. Practice and effort will help increase your speed on tasks that you perform regularly. For example, you can work on getting faster at typing, reading, walking, etc. No matter the task, just try to increase the speed a little bit at a time. There are numerous ways to help you get faster and improve your productivity.

Ways to Improve Speed:

- Games



- Tasks
- Apps
- Computer programs

Choose the method that fits best with your life and interests.

Remove “Should” from Your Dictionary



The words that you use have a greater impact on your life than you may realize. We have already discussed remaining positive by avoiding negative language. It is also important to avoid uncertainty in your language. For example, the word “should” needs to leave your dictionary. This word implies feelings of guilt because you do not plan on actually following through. For example, someone who says, “I should start exercising every morning” is not likely to start exercising. The decisive word “will”

indicates a decision has been made. Saying, “I will start exercising” is making a commitment to follow through with an idea. Making this simple shift in vocabulary will commit you to action and improve your productivity.

Build on Your Successes



Success itself can become a cycle if you start small and build on your achievements. Once you have a single success, you will find the motivation to work towards more. You should start with a small success and build. Begin with the goal that is easy to reach. For example, you could begin by blogging every day for a week. Move on to another achievable goal. These successes will provide a foundation to build on as you attempt to reach more goals and success. By moving

from success to success, you will be able to increase productivity in both your personal and professional life.



Case Study



Stephen was determined to increase his productivity. Every day he looked up new technologies and new techniques to improve his time management and productivity. He could always explain the latest research on productivity. At the beginning of each week, Stephen implemented a new plan of action, complete with new technology.

His peers always laughed at Stephen's need to consistently change his plan of action.

Despite his knowledge on the subject, his productivity never seemed to increase. His long-term goals stayed just out of reach. Stephen was always convinced that the latest research would provide the answers he needed. He was sure that the next round of new technology or internet tips would make him successful.



Module Eight: Review Questions

1. What should you do to determine if a strategy is effective?
 - a) Cost
 - b) Research
 - c) Interest
 - d) Profit margin
2. What will improve productivity?
 - a) Trivia
 - b) Interest
 - c) Repetition
 - d) Attention
3. What is not a way to improve speed?
 - a) Attention
 - b) Games
 - c) Apps
 - d) Tasks
4. How should you get faster?
 - a) All at once
 - b) 2
 - c) 3
 - d) A bit at a time
5. What does the word should indicate?
 - a) Guilt
 - b) Decision
 - c) Interest
 - d) Commitment
6. Which type of language will increase productivity?
 - a) Indecisive
 - b) Negative
 - c) Decisive
 - d) Respectful



7. What becomes a cycle?
- a) Productivity
 - b) Success
 - c) Goal setting
 - d) Action
8. Which type of goal would you attempt to reach to build success?
- a) Complex goal
 - b) Long term goal
 - c) Difficult goal
 - d) Easy goal
9. What did Stephen want to increase?
- a) Success
 - b) Productivity
 - c) Goals
 - d) Scheduling
10. When did Stephen improve his productivity?
- a) Never
 - b) Each week
 - c) 1 month
 - d) 3 months

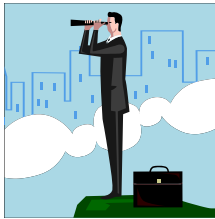


Module Nine: “To Do” List Characteristics



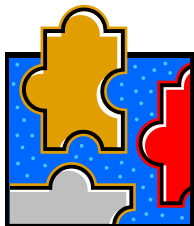
“To do” lists are staples in modern life. If “to do” lists are not done properly, they are useless. Too often, people create lists that they never come close to completing. There are characteristics that effective “to do” lists share. If your “to do” list includes these basic characteristics, you will find it easier to accomplish the tasks that you established.

Focus on the Important



The main mistake that people make when creating to do lists is making them too long. It is not possible to place every little task on a “to do” list. For a list to be effective, you must focus on the important tasks. The best method for making a “to do” list is to create a list of everything you want to accomplish and then cut that list down to a manageable size. You may want to use the urgent/important matrix to determine which tasks should make your list. Remember that an important task will align with your goals. If a task is not important enough to make the list, do not attempt to squeeze it in later. You do not want to split your attention. Focusing only on the important tasks will help you complete your to do list and reach your goals.

Chunk, Block, Tackle



When creating a “to do” list, you should keep chunk, block, and tackle in mind. The first part of this strategy should be familiar. You need to break up a large task into smaller ones.

- **Chunk:** Break projects into tasks that are 15 minutes or fewer.
- **Block:** Block out time to complete each chunk.
- **Tackle:** Tackle each specific task individually rather than looking at the entire project.



Implementing chunk, block, tackle, will motivate you to complete the project because you will feel a sense of accomplishment as you complete each chunk. When creating your to do list, include the project chunks that you have created rather than listing the project as a whole. You should also include the time estimate for each task.

Make It a Habit



You need to make “to do” lists regularly for them to be effective. Creating “to do” lists should become a habit for you. They should become second nature; you should not need to think about them. The best way to accomplish this is by creating your “to do” list at the same time each day. If you are an early riser, you may want to create your list first thing in the morning. On the other hand, many people prefer creating their lists at the end of the day so that it is ready in the morning.

When you create a new “to do” list, you should transfer any unfinished tasks from your current list to the list for the next day. If you create your list at the same time each day, it will become a habit over time. Once creating the list becomes a habit, it will become faster and easier to revise your “to do” list every day.

Plan Ahead



“To do” lists will not help you reach your goals unless you implement them. Until they are executed, lists are just reminders of what you still need to accomplish. The key to using lists is to plan ahead. Take the time to prioritize and schedule your list each day. Place time estimates next to each task, so you can place them in your schedule.

How to complete the list:

- Make a schedule: Schedule the tasks on your “to do” list each day.
- Set a timer: Set a timer or an alarm for each task.
- Stay focused: Do not be sidetracked by unimportant tasks.

If you plan your day around your “to do” list, you will find yourself completing more of the tasks that you have assigned yourself and getting things done.



Case Study



Sam was constantly creating to do list, but he rarely accomplished the tasks that he set out to do. After taking a class, he learned to prioritize his lists and break down his tasks. Still, making “to do” lists seemed to be a waste of his time. He kept his list visible, but he always forgot to consult them and became sidetracked working on other tasks. Sam went to one more class and learned how to plan ahead to implement his “to do” list. He decided to try making lists one more time. After one month, Sam felt like he was making progress. After three months, he was able to complete most of the items on his “to do” list.



Module Nine: Review Questions

1. What is the main mistake that people make with “to do” lists?
 - a) Make them too short
 - b) Important
 - c) Neither urgent or important
2. What will important tasks align with?
 - a) Interest
 - b) Schedule
 - c) Goals
 - d) 3
3. How big should a chunk be?
 - a) 1 hour
 - b) 15 minutes
 - c) 30 minutes
 - d) 20 minutes
4. What should be included in your to do list?
 - a) Chunks
 - b) Projects
 - c) Tackle
 - d) Time
5. What will help make creating “to do” lists a habit?
 - a) Make them in the morning
 - b) Make them at the same time
 - c) Make them at night
 - d) Make them every week
6. What should you do with unfinished tasks?
 - a) Remove them from the list
 - b) Work late to finish them
 - c) Combine with new
 - d) There should not be any unfinished tasks



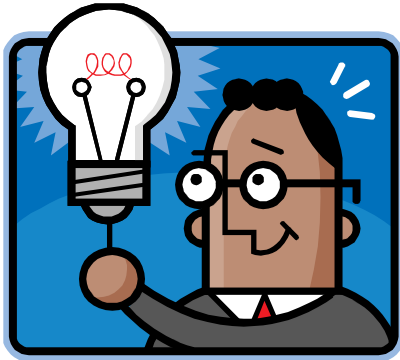
7. How often should you create a schedule?
 - a) Daily
 - b) Weekly
 - c) Monthly
 - d) When necessary
8. What should you do with each task?
 - a) Break it down
 - b) Finish it
 - c) Add it to the to list
 - d) Estimate the time needed
9. What helped Sam learn to create effective lists?
 - a) Practice
 - b) Classes
 - c) Assistance
 - d) Mentor
10. When was Sam able to complete his tasks?
 - a) After one month
 - b) After a week
 - c) Long weekend
 - d) After three months



Goals allow you to control the direction of change in your favor.

Brian Tracy

Module Ten: Smart Goals



If you cannot achieve your goals, there is a chance that you are not creating the correct goals. Whenever you create goals, you will find that following the rules for SMART goals will be easier to achieve. SMART goals are specific, measurable, attainable, realistic, and timely. When you combine the elements of SMART goals, you have a greater chance of success.

Specific



Goals need to be specific. You will not be able to reach your goals if they are broad and general because planning will be too difficult. For example, “Improve my life” is too broad. You cannot work towards this general goal. Specific goals explain what is necessary to complete a goal and guides you as you try to reach the goal. Specific goals may also identify location, requirements, and the reasoning behind the goal.

Example:

- **General goal:** Make more money.
- **Specific goal:** Earn a promotion with a pay increase.



Measurable



Goals need to be measurable in order to be effective. A measurable goal specifies the when a goal is accomplished by answering, “how much?” or “how many?” It provides measurable results. Without measurable goals, it is difficult to realize when the goal has been reached.

Example:

- **General goal:** Work on a book.
- **Measurable goal:** Write 10 pages a day of a book.

Attainable



Goals must always be attainable. It is important that you create goals that are challenging, but they still need to be within reach. When goals are unattainable, you will give up on them without even trying. The measure of a goal should always be attainable.

- **Unattainable goal:** Earn \$1 million in the next three months.
- **Attainable goal:** Earn a \$2 an hour raise with my next review.

Realistic



It is important that you set realistic goals. Realistic goals are directly related to your abilities. For example, a goal to reprogram the computer is not realistic if you do not have the education or experience to accomplish the task. Additionally, you need to make sure that you have access to the tools necessary to meet your goals. If a goal seems unrealistic, break it down into smaller chunks to know for certain.

Example:

- **Unrealistic Goal:** Run a marathon. (without training)
- **Realistic Goal:** Complete a marathon after training for a year.



Timely



Always create goals that have specific time frames. General goals do not establish any time frames, which means that you may continue to pursue goals that you should relinquish. Timely goals encourage you to move forward in order to meet the deadline you have established. Once a time frame has been reached, you should take the time to reevaluate the goal.

Example:

- **General goal:** Complete a computer training course.
- **Timely goal:** Complete a computer training course within the next month.

Case Study



Fiona was advised to create life goals. Her main goal was to “earn more money.” She also included a goal to “improve health.” Fiona continued at her position for the next year. She did earn a raise, but she found that her goal to earn more money remained the same. Additionally, she attempted to exercise and eat healthy. However, she was not sure if she was doing enough to really improve her health. Fiona continued to follow the same course of action without ever feeling that she accomplished anything. After another year, she gave up trying to reach her goals.



Module Ten: Review Questions

1. What goal is not possible to work toward?
 - a) Broad
 - b) Specific
 - c) Measurable
 - d) Timely
2. What may provide the reasoning behind a goal?
 - a) Measurable goal
 - b) Specific goal
 - c) Timely goal
 - d) General goal
3. What question does a measurable goal answer?
 - a) When
 - b) Location
 - c) How much
 - d) Where
4. What helps you realize when a goal is reached?
 - a) Timely goal
 - b) Realistic goal
 - c) Specific goal
 - d) Measurable goal
5. What happens when goals are not attainable?
 - a) You will reach them
 - b) You will not try to reach them
 - c) You will make progress.
 - d) You will adjust them
6. Goals should be _____ and attainable.
 - a) Simple
 - b) Easy
 - c) Taxing
 - d) Challenging



7. What factor will determine if a goal is realistic?
 - a) Tools
 - b) Timing
 - c) Team members
 - d) Measurement
8. What are realistic goals linked to?
 - a) Interest
 - b) Time
 - c) Abilities
 - d) Challenge
9. What do timely goals encourage you to do?
 - a) Move forward
 - b) Timing
 - c) Team members
 - d) Measurement
10. What should you do after reaching a deadline?
 - a) Adjust the goal
 - b) Continue goal
 - c) Remove goal
 - d) Reevaluate the goal
11. What occurred that addressed the goal of making more money?
 - a) New job
 - b) Raise
 - c) Inheritance
 - d) Promotion
12. How long did it take Fiona to make more money?
 - a) Two years
 - b) Six months
 - c) One year
 - d) One quarter



Mistakes are always forgivable, if one has the courage to admit them.

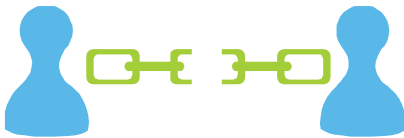
Bruce Lee

Module Eleven: Mistakes Will Happen



No matter how well you prepare or what precautions you take, mistakes will happen. Mistakes are an essential part of life. Without them, it is not possible to fully grow and learn. When mistakes do occur, the key is to bounce back, learn from them, and move forward. If you learn from your mistakes, you are less likely to repeat them. You will also be able to guide others away from making the same mistakes you have.

Accept It



There are two ways to handle mistakes. You can deny the mistake or blame others, or you can accept it and take responsibility for your actions. Becoming defensive and making excuses will not help you grow or improve your relationship with other people. In fact, refusing to accept responsibility can eventually breed contempt between you and those around you, particularly if you are blaming them for your errors. Accepting is always the better option. It is the mature decision and a sign of integrity.

How to Accept Responsibility:

- Make an appropriate apology: Apologize for mistakes. Do not, however, grovel or become overly emotional.
- Reframe: Explain the mistake and the process that led to it. It honestly explains exactly what went wrong. Reframing may improve the way everyone views the error.



Bouncing Back



Never allow mistakes to paralyze you. Living in fear of making another mistake will stunt your personal and professional growth. Everyone makes mistakes, but successful people are able to bounce back. You will make mistakes, but you must be sure to get back on track when they occur. Keep a positive attitude in the face of mistakes. See them as opportunities for growth.

You must persevere and focus on the future. Never live in the past. The ability to bounce back after making a mistake shows that you are strong and resilient. Bouncing back will make it easier for you to regain trust after suffering the setback of making a mistake.

Adapt and Learn from Them



Mistakes are opportunities to adapt and learn. In order to learn from a mistake, you must look at the situation honestly. It is imperative that you show others you are able to adapt and change in the face of mistakes. This skill will help you preserve your reputation. You will also be able to provide valuable advice and prevent those around you from repeating your errors. This ability transforms your mistake from a liability to an asset.

Ask yourself the following questions:

- What went wrong?
- How did it happen?
- When did it happen?
- Why did it happen?
- How could it have been prevented?

Once you have the answers to these questions, you will be able to adapt your actions in the future.

If Needed, Ask for Help



Overcoming your mistakes will require the help of your support system. An effective support system will include trust, diverse views, and mutual respect. The members of your support system can offer you advice and guidance. They will also provide valuable feedback that will show you how mistakes occurred and ways to avoid repeating the same errors.



Your support system will only be able to help you when you ask for it. You cannot expect people to automatically know when you need them. When you do ask for help, remember to follow basic etiquette.

- Ask: Do not demand that people help you or manipulate them with guilt.
- Be straightforward: Do not be dramatic or minimize the help necessary.
- Be thankful: Always thank friends who are willing to help you succeed.

Case Study



Stanley walked out of the meeting humiliated. He had prepared the wrong information for his presentation. He did not recently familiarize himself with the topic, so he could not even discuss it with authority. It was a simple matter of writing the wrong information in his calendar. This was his first mistake, and he took it badly. He became emotional when a friend and peer made a small joke about preparation. Stanley was certain that everyone was judging him, and he began to withdraw. Over time, he noticed that he was not entrusted with as many important projects. He blamed his humiliating presentation.



Module Eleven: Review Questions

1. What is the best option when mistakes happen?
 - a) Deny responsibility
 - b) Accept responsibility
 - c) Blame others
 - d) Make excuses
2. What should you never do when accepting responsibility?
 - a) Apologize
 - b) Grovel
 - c) Reframe
 - d) Explain
3. What will stunt personal growth?
 - a) Looking at the future
 - b) Living in fear
 - c) Accepting responsibility
 - d) Bouncing back
4. What should be your focus after making a mistake?
 - a) Past
 - b) Future
 - c) Mistake
 - d) Fear
5. What is necessary to adapt after a mistake?
 - a) Look in the eye
 - b) Look at it honestly
 - c) Lean back
 - d) Stand to the left
6. What does your mistake become when you adapt?
 - a) Weakness
 - b) Asset
 - c) Skill
 - d) Liability



7. How should you not ask for help?
 - a) Ask directly
 - b) Beg
 - c) Sincerely
 - d) Thankfully
8. Besides trust and diversity, what is a support system based on?
 - a) Interest
 - b) Mutual respect
 - c) Company
 - d) Vocation
9. What was Stanley's mistake?
 - a) Miss a meeting
 - b) Prepare the wrong information
 - c) Schedule two meetings at once
 - d) Become emotional
10. How did Stanley react to the mistake?
 - a) Lack of interest
 - b) Withdraw
 - c) Correct mistake
 - d) Consult mentor



What keeps me going is goals.

Muhammad Ali

Module Twelve: Wrapping Up



Although this workshop is coming to a close, we hope that your journey to understanding goal setting and getting things done is just beginning. Please take a moment to review and update your action plan. This will be a key tool to guide your progress in the days, weeks, months, and years to come. We wish you the best of luck on the rest of your travels!

Words from the Wise

- **George S. Patton:** You need to overcome the tug of people against you as you reach for high goals.
- **Les Brown:** If you set goals and go after them with all the determination you can muster, your gifts will take you places that will amaze you.
- **Dorothy Height:** Greatness is not measured by what a man or woman accomplishes, but by the opposition he or she has overcome to reach his goals.
- **Thomas Mann:** People's behavior makes sense if you think about it in terms of their goals, needs, and motives.

Lessons Learned

- How to overcome procrastination
- Create effective goals
- Prioritize tasks
- Self-motivate
- Create to do lists
- Handle mistakes

