Planning for Success

In a busy work environment where everything is a priority, it's often difficult to get anything done. With so many priorities fighting for our attention, we need tools and techniques to help us focus and be more productive. **Planning for Success** will help you do just that. This program provides planning and prioritizing tools that will enable participants to achieve desired results in key work and personal roles, and manage some of the time-wasting (and stress-producing) activities that get in the way. Participants will learn to identify and target the activities that produce the greatest returns and make them more productive. A variety of exercises, discussions and self-assessment instruments are included in the full-day session.

PROGRAM OBJECTIVES:

- Set task or project-related objectives and goals
- Accurately scope out length and difficulty of tasks and projects
- Break down work into process steps
- Develop schedules and task assignments
- Prioritize and focus: Spend time on what's important
- Apply tools to accomplish goals
- Measure performance against goals and evaluate results

PROGRAM LENGTH:
One day

TARGET AUDIENCE:
Employees of all levels.