



Consulting and Training | Reach New Heights

Course Name

Setting Priorities and Achieving Results

Sector Name

Management And Leadership

Document Type

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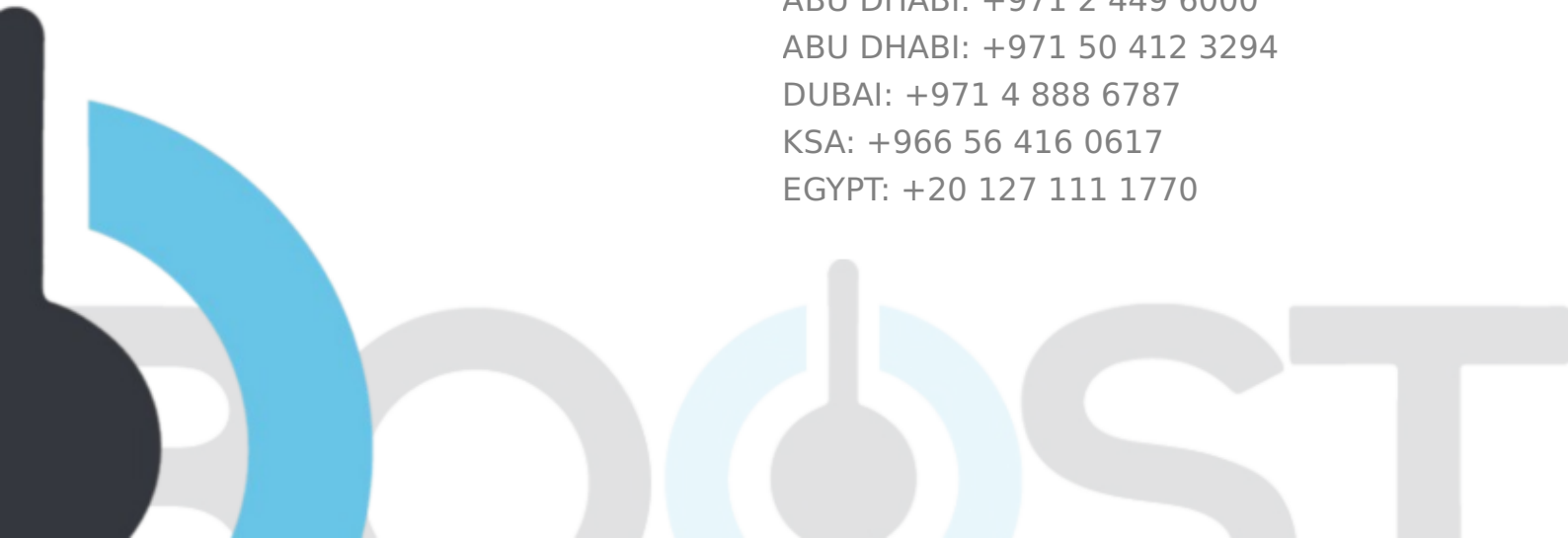
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Setting Priorities and Achieving Results

Course Introduction

When we are at work, we all tend to feel that we are **“busy”**. But exemplary professionals don’t just count the number of tasks they do, rather they set and prioritize to ensure that they are doing the right things efficiently and effectively.

This workshop is designed to help participants set their goals and priorities by introducing the concept and importance of goal setting. This course will highlight topics such as identifying their role in the organization, setting SMART goals and objectives, prioritizing tasks, techniques to increase work productivity, time management, establishing KPIs, and the link between KPIs and performance review.

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Target Audience

- ✓ Senior Executives and C-Suite Leaders
- ✓ Business Owners and Entrepreneurs
- ✓ Middle Managers and Department Heads
- ✓ Strategic Planners and Analysts
- ✓ Project Managers

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Learning Objectives

- ✓ Gain a comprehensive understanding of the importance of goal setting in your career and in achieving better performance in the organization.
- ✓ Identify and set SMART goals and objectives for yourself and create a plan to achieve them
- ✓ Learn how to prioritize tasks and avoid procrastination.
- ✓ Utilize tools for effective time management and completing tasks.
- ✓ Develop competencies in increasing your productivity and ensuring you are getting things done.
- ✓ Evaluate your performance, establish KPIs, and understand how it relates to your performance assessment.

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Course Outline

✓ **01 Day One**

Introduction to Goal and Objectives Setting

- ✓ What is Goal Setting and the need for it
- ✓ Identifying your role in the team/organization
- ✓ Cascading the Goals
- ✓ Skills and competencies you need to set and achieve your goals
- ✓ Time Management
- ✓ Motivation
- ✓ Accountability

Setting SMART Goals and Objectives for Performance

- ✓ Why goals should be SMART
- ✓ Linking your SMART goals to the overall business strategies
- ✓ Questions to consider when writing goals

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Course Outline

✓ **02 Day Two**

Setting Your Priorities

- ✓ Establishing Responsibilities and Priorities
- ✓ Criteria for Prioritizing using the Urgent and Important Model
- ✓ Remove Distractions
- ✓ Start Small and Build
- ✓ Effective Use of Diaries, Time Planners, Time Logs, etc.
- ✓ Set Realistic Deadlines

Wise Time Management

- ✓ Urgent/Important Matrix
- ✓ The 80/20 Rule
- ✓ Utilize a Calendar
- ✓ Create a Ritual

Tips for Completing Tasks

- ✓ One Minute Rule
- ✓ Five Minute Rule
- ✓ Break Up Large Tasks
- ✓ Utilize Technology

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Course Outline

✓ **03 Day Three**

Getting Things Done: Increase Your Productivity

- ✓ Repeat What Works
- ✓ Get Faster
- ✓ Remove “Should” from Your Dictionary
- ✓ Build on Your Successes

Measuring Goals and Your Performance

- ✓ Putting your own Key Performance indicators (KPIs)
- ✓ KPIs and Performance Appraisal
- ✓ Reviewing performance against objectives

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 2, 2027	May 4, 2027	3 days	3250.00 \$	KSA , Riyadh
Aug. 30, 2027	Sept. 1, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
Nov. 2, 2026	Nov. 4, 2026	3 days	3250.00 \$	UAE , Dubai
Jan. 11, 2027	Jan. 13, 2027	3 days	3950.00 \$	England , London

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