

## 2 Great “Get it Done!” Workshops

*Pick one or both!*

### Workshop # 1

#### Set and Achieve Goals Consistently

- Goal Setting Techniques and Process
- Achievement Skills, Attitudes and Habits
- The Power of Positive Daily Actions
- 7 Day Goal Success Formula
- Tracking and Measurement of Goals
- Short, Medium and Long Term Goal Setting
- Strategic Goal Planning
- Handling Multiple Complex Goals
- Work Flow Planning
- The Law of Small Differences

**Fun Active Learning**  
**+ Useful Take Away Tools**

This **3 hour** workshop looks at everything you need to know on how to set, plan and write detailed realistic goals. We also cover achieving goals within 7 days and the special techniques required to ensure this happens. Complex multi-level goals are covered as is the habit of Positive Daily Actions.

A **BRILLIANT QuickStart** for anyone wanting to be better at goal setting and achieving!

**Only \$295** plus GST for the 1st attendee (\$255 plus GST per additional attendee)

Each participant receives a workshop manual as a take away resource.

**Code 18659 Set and Achieve Goals Email us for the start time of the next course**

### Workshop # 2

#### Daily and Weekly Time Effectiveness

- Personal Productivity
- Daily Time Effectiveness
- What are Your High Return Activities
- Overcoming Procrastination
- Defeating Perfectionism
- Diary Use and Personal Organisation
- Prioritising Techniques
- Controlling Interruptions - people
- Handling Email, Paper and Phone
- Ideal Day and Week Time Plans

**Fun Active Learning**  
**+ Lots of Useful Practical Ideas**

This **3 hour** workshop covers all the key concepts on effective use of time on a daily basis. We look at the techniques involved in developing and consistently acting on High Return Activities (HRA's). Handling interruptions and learning to “get on” with what’s important in a day are covered in depth.

A **MUST QuickStart** for anyone wanting to be productive and NOT busy in a day!

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**Code 18660 Time Effectiveness Email us for the start time of the next course**

“You don’t have to be great to get started. But you have to get started to be great.”

*Les Brown*



**McKenzie CARRICK AUSTRALIA**

■ Corporate Psychologists ■

**TRANSFORMING BUSINESS PERFORMANCE**

**THROUGH GROWTH OF PEOPLE**

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