

Goal Setting and Getting Things Done

AEN is hosting a Goal Setting and Getting Things Done Workshop for GTO Members.

PD Training will conduct a 3-hour session in which participants will learn to overcome procrastination, develop accurate goal setting skills, manage time effectively, self-motivation, and accomplish important tasks. These skills translate into increased satisfaction in one's professional and personal life.

Developing the ability for goal setting and getting things done after this training course helps participants become more productive, successful, and satisfied.

Topics include

- Overcoming procrastination
- How to apply the 15 minute rule
- Removing distractions
- Rewarding yourself
- Setting realistic deadlines
- Starting small and building up
- Using the four Ps – Positive, Personal, Possible, Prioritised
- Motivating yourself by remembering your successes
- Tracking progress and managing time
- And more...

Registration

Date and time:	Wednesday 6 March 10.30am – 1.30pm
Location:	AEN Office, Level 3, 478 Albert Street, East Melbourne VIC 3002
Cost:	Free for AEN Members
Non Member Cost:	\$50

A light lunch will be provided after the workshop.

*Please advise of any dietary requirements at the time of registration.

Register online via the [AEN Calendar](#) by COB Monday 4 March 2019.