



Program Description

"PREPARATION!"

Laying the Foundation for Success in Work and Life

Preparation relates to how well you've planned and laid the foundation for your daily activities. Most people don't have goals. Perhaps you don't know how to set them, or you're not comfortable with the process. Perhaps you simply haven't taken the time to write them, but it's worth the work. The goals you set will provide direction for your life and focus your activities. An established direction, outlined with purposeful thought, ensures your life won't be governed by whim. Productive people devote a great deal of thought and time to planning their life goals. This program ensures that your daily, weekly, and monthly activities all roll up into your project plans, short-term objectives, long-term goals, and vision.

Course Objectives:

1. Create a personal mission statement for your life.
2. List your long-term goals and aspirations.
3. Set high-quality objectives.
4. Define your job responsibilities and specific objectives for each task.
5. Break projects down into concrete steps you plan to take.
6. Conduct a weekly, monthly, and yearly review of your objectives.
7. Track your to-dos and appointments with an effective time management system.
8. Create and prioritize your "to-do" list each day.
9. Schedule your day realistically, manage it successfully, and consistently complete what you've planned.
10. Determine the best channel of communication to convey your message.

