

BUS03: The Importance of Settings Goals in Time Management

Do you ever feel like you're adrift in the world - working hard every day but getting nowhere? Do you seem to run out of time but wonder what you have actually done? If this sounds familiar it may be because you haven't really thought about what you should be doing, where you should be going and how long it should take.

To help you manage your time more effectively, surely it makes sense to have a good idea of what you should be doing and how long it should be taking?

This course is designed to enable you to understand the importance of setting goals in time management.

Course Content

- Why you should set goals
- How to set goals
- How to stay on course
- How to use SMARTER goals
- Common goal-setting mistakes
- What to do when you achieve your goals

Course Duration

- 40 minutes

Available in:

- Audio
- Non-audio

Delivered via:


- Internet

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