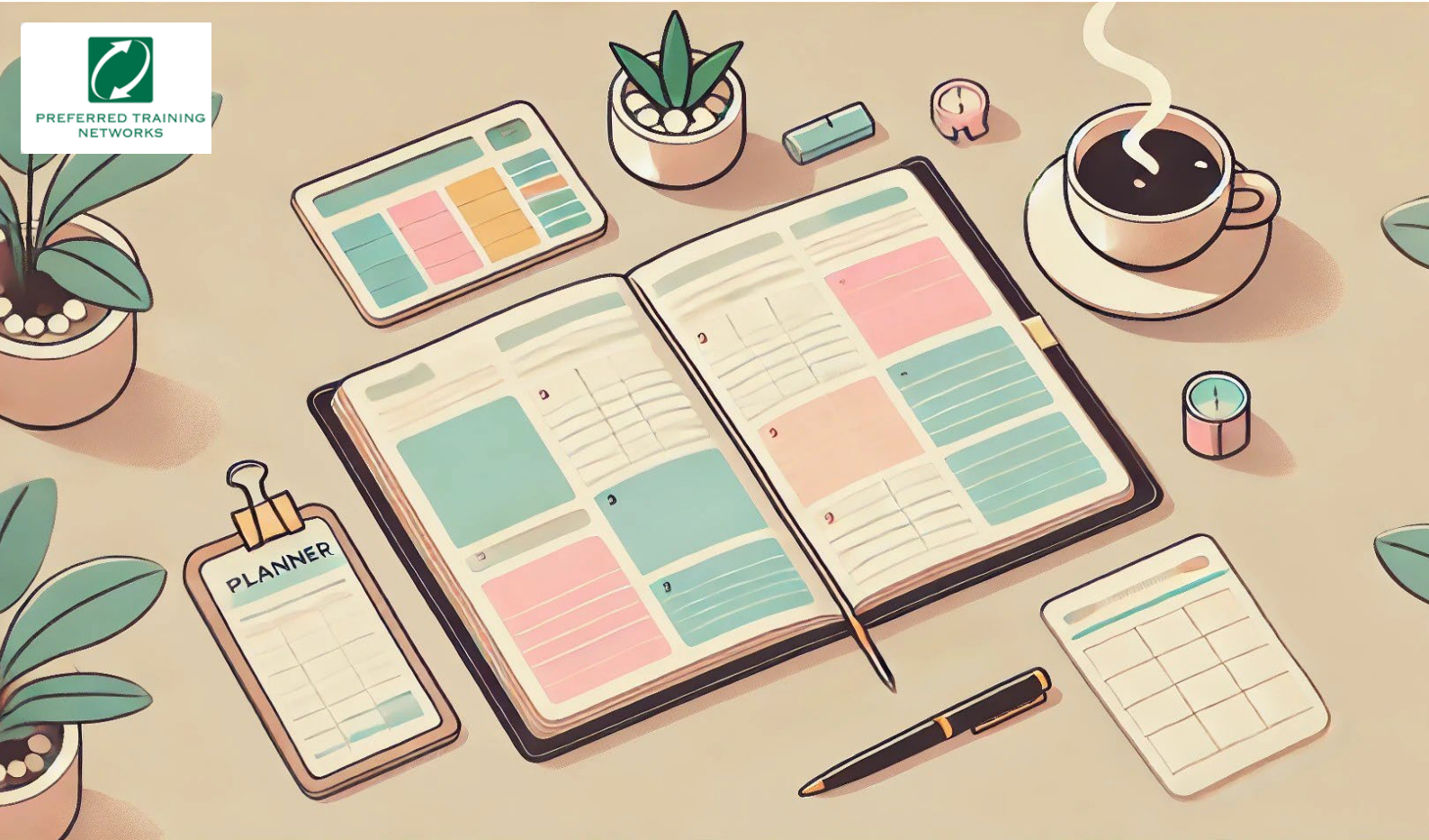




PREFERRED TRAINING NETWORKS



PLANNING YOUR DAY

"A goal without a plan is just a wish." - Antoine de Saint-Exupéry

Planning skills are essential for success! This course will equip you with the tools you need to develop an effective plan and maximize your productivity. You'll learn how to set objectives, create an action plan, manage resources and track progress. You'll also explore strategies to stay motivated and organized. This course is designed to empower you to make the most of your time and achieve your goals. By the end of it, you'll have the skills and knowledge to build a foundation for long-term success.

Key Course Content:

- Embrace challenges as opportunities to grow and adapt effectively.
- Learn to focus on what you can control in uncertain circumstances.
- Build resilience to navigate situations beyond your control with poise.
- Shift your mindset to find strengths in unexpected limitations.
- Develop strategies to maintain motivation in tough environments.
- Foster adaptability to thrive in dynamic and changing conditions.
- Understand how to reframe obstacles as stepping stones to success.
- Practice mindfulness to stay grounded in the face of uncertainty.
- Gain tools to build confidence and excel, no matter the situation.



Target Audience:

Managers and Staff



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.



Get a Quick Quote:

Let us know if you would like an obligation free quote for your organisation.

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