Goal Setting

Course Overview

This course will introduce students to goal setting, including overcoming procrastination, the four p's of goal setting, improving motivation, wise time management, tips for completing tasks, increasing your productivity, "to do" list characteristics, smart goals, and mistakes.

Module 01 - Getting Started with PowerPoint   1m
Topic A: Navigate the PowerPoint Environment
Getting Started

Module 02 - Overcoming Procrastination (I)   5m
Overcoming Procrastination (I)
Case Study

Module 03 - Overcoming Procrastination (II)   5m
Overcoming Procrastination (II)
Case Study

Module 04 - Four P's of Goal Setting   5m
Four P's of Goal Setting
Case Study

Module 05 - Improving Motivation   6m
Improving Motivation
Case Study

Module 06 - Wise Time Management   5m
Wise Time Management
Case Study

Module 07 - Tips for Completing Tasks   5m
Tips for Completing Tasks
Case Study

Module 08 - Increase Your Productivity   5m
Increase Your Productivity
Case Study

Module 09 - "To Do" List Characteristics   5m
"To Do" List Characteristics
Case Study

Module 10 - Smart Goals   4m
Smart Goals
Case Study

Module 11 - Mistakes Will Happen   5m
Mistakes Will Happen
Case Study

Total Duration: 51m