

Strategic Goal-Setting

How to successfully set, plan
and accomplish goals for you
and your team



Attend this seminar and gain the skills you need to:

- Master tips, tricks and secrets the pros use for effective goal setting
- Create workable action plans on which you'll actually follow through
- Overcome the mental barriers and roadblocks holding you back
- Stop feeling overwhelmed by goals that seem too big, too unwieldy or too complex
- Set priorities while remaining flexible and adaptable when change occurs
- Break goals into manageable steps and use evaluation tools to monitor progress
- Contribute fully to your team's goal-setting and accomplishments
- Achieve the goals you've set, both personally and professionally

Take charge of your life and set a course for your future with this powerful one-day training.

ENROLL TODAY!



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P.O. Box 738002
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75373-8002



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This course qualifies for CPE
credits. See details on page 7.

 CAREERTRACK®

Achieving your goals doesn't have to be an exercise in frustration.

Chances are you've set countless goals for yourself — but how many do you actually achieve on a routine basis? Constantly falling short of goals can leave your self-confidence in disrepair and your professional reputation compromised while sending your stress levels skyrocketing. Don't spend another minute worrying about how to set, plan for and achieve your goals. Instead, make plans to attend this seminar to gain the goal-setting and achievement skills that will serve you for life.



Strategic Goal-Setting gives you a blueprint for setting realistic, attainable goals, as well as foolproof methods for accomplishing them.

Whether the goals you struggle with are small or large, short- or long-term, personal or professional, we'll show you how to set yourself up for success every time! As a result, you'll reduce the stress and anxiety that go hand in hand with failure. You'll become more efficient and productive, and you'll gain confidence and self-assurance by learning to perform at the top of your game.

Goal #1: Attend this seminar!

Setting goals and consistently failing to meet them can be incredibly frustrating. If you're plagued by a less-than-stellar goal achievement track record, attending this seminar is one goal you should put at the very top of your list!

Don't spend another minute wondering how to best meet the goals you've set for yourself. Enroll today and discover satisfaction and peace of mind by crossing completed goals off your list, one by one! This seminar is designed especially for managers, supervisors, business owners and other professionals whose livelihood depends on the successful completion of a variety of goals.



There's an art and a science to effective goal setting. We'll teach you proven, step-by-step methods for setting actionable, attainable and achievable goals.

Goal-setting secrets revealed!

There is a special component to SMART goals most goal-setting workshops and seminars don't teach. Believe it or not, this often means the difference between success and failure when it comes to actually accomplishing the goals you've set for yourself.

In **Strategic Goal-Setting**, you'll not only discover this critical component, but *dozens* of other tools, tips, strategies, fresh ideas and more — all geared toward setting and accomplishing goals easily and painlessly. From setting individual goals to working within the framework of a team environment, we'll help you get past the internal roadblocks and external issues that have hindered you in the past.

Five to ten minutes a day is all it takes to set and achieve your goals! Don't believe it? Read on:

This seminar begins by revealing the single most important question you need to ask *before* you begin establishing goals for yourself or your team. Once you've got your answer, we'll walk you through our effective and *proven* goal-setting process, and teach you specific, step-by-step methods for accomplishment. You'll learn how to plan, set priorities, allocate resources, strategize and create schedules and timelines that work for you. By breaking tasks into easily achievable five- to ten-minute segments, you'll find accomplishing your goals becomes much simpler. You'll also learn how to set goals to achieve balance in all areas of your life and discover which tools will make the process easier for you.

When you set realistic, attainable goals using the methods we advocate, you'll reduce your stress levels, increase your motivation and productivity and enjoy the entire process more.



Imagine the satisfaction of moving confidently toward your goals, accomplishing them with ease and guiding colleagues, coworkers and team members to do the same. It's all possible once you put the principles of *Strategic Goal-Setting* into action!

COURSE CONTENT

The Why and How of Setting Goals

- Discover fascinating insight into why most goals don't work and learn how to ensure yours will
- The most important goal-setting question *no one ever asks* (this alone is worth the price of this workshop!)
- 10 specific elements all realistic, achievable goals have in common
- How goal-setting creates more time in your life, both at home and in the workplace
- Tips for optimizing goals to reduce stress and create more balance

The Power of Planning and Prioritizing

- Use our planning methods to carve out time you didn't even know you had
- The 2.1 Planning Process: what it is, how it works and how to make it work for you
- Organizational tools and software to increase productivity: what *really* works and what's just a waste of time
- How to set priorities during the goal-accomplishment process
- Simplified scheduling tools to ease your way through project management tasks
- Divide and conquer: use this system to break larger goals into smaller, more attainable chunks

Training that's 100% guaranteed, 100% of the time!

All of our seminars are **100% SATISFACTION GUARANTEED!** We are confident this seminar will give you powerful new tools and techniques for setting, planning and accomplishing personal and professional goals. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied. We'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free!*



Registration begins at 8:30 a.m.

Workshop Hours: 9:00 a.m. – 4:00 p.m.



Break Through Self-Built Barriers and Plow Through Procrastination

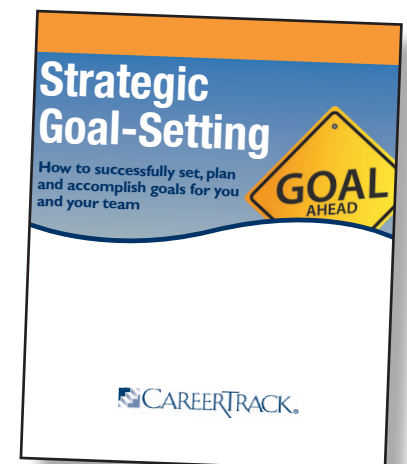
- How to identify and use your “prime energy time” wisely and productively
- Learn to recognize and tear down the hidden barriers that keep you from accomplishing your goals
- One key question to help you overcome procrastination (really — we’re not kidding!)
- Why you need only five to ten minutes a day to accomplish your goals
- How to dive right in and get things done when faced with overwhelming or unpleasant tasks

A Team Effort: Creating and Achieving Team Goals

- How to get team members to willingly accept your ideas and suggestions
- The differences between individual goals and team goals
- Ways to inspire and motivate your team to take ownership of the goals you set
- The critical role effective communication plays in team dynamics
- How to delegate the right tasks to the right people: recognize who needs a challenge, who needs to remain in their comfort zone and who can be counted on to go above and beyond what’s asked
- How to recognize and value the different points of view that comprise an effective team
- Milestones for reaching your goals on time and on budget

Free Digital Resources For Every Participant

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.



Is this workshop for you?

Answer the following questions (honestly!) to find out.

- Do you find setting goals to be overwhelming because they are too difficult to achieve with the limited time and resources available to you?
- Have you set individual or team goals in the past, only to have them derailed by lack of support, poor planning or circumstances beyond your control?
- Is your general outlook on goal accomplishment one of negativity due to past experiences?
- Do you feel if you had a step-by-step goal-setting system to follow, you could be more successful?
- Do you have trouble figuring out where to start when faced with a complex or challenging goal?
- Are you a procrastinator by nature?
- Do you tend to focus obsessively on tiny details, inadvertently losing sight of the big picture?

If you answered “yes” to one or more of these questions, then **Strategic Goal-Setting** was tailor-made for you!

Enroll today, and start achieving your goals!

5 Important Benefits You'll Gain From Attending this Workshop

1. **Build** your reputation and presence as a professional who others can count on to set realistic goals and strategize ways to accomplish them
2. **Alleviate** the low-level, day-to-day stress and anxiety caused by constantly failing to achieve the goals you've set
3. **Take on** an active leadership role when faced with thorny problems, challenges and conflicts related to team goals
4. **Guide** your team toward greater goal accomplishment; what you learn here will help you plan, strategize, delegate, support and motivate others
5. **Stop** abandoning goals midstream and learn to create an action plan that leads to the success and achievement of every goal you set for yourself and your team

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You're Looking For!**

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

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**Maximize Your
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Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

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visit us online at
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1-800-944-8503**

Registration Information

Enroll Today! Hurry our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

CANCELLATIONS AND SUBSTITUTIONS

You may cancel your registration up to 10 days before the program and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

PLEASE NOTE:

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or visual recording.
- You will receive a Certificate of Attendance at the end of the program.

TAX-EXEMPT ORGANIZATIONS

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

TAX DEDUCTION

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C. Reg. 1.162-5. Please consult your tax advisor.

CONTINUING EDUCATION CREDITS

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

CONTINUING PROFESSIONAL EDUCATION (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning, Inc. are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

COMPLETION & CONTINUING EDUCATION CERTIFICATES

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.

PROVEN TECHNIQUES FOR GREATER
GOAL ACHIEVEMENT

Strategic Goal-Setting

How to successfully set, plan and
accomplish goals for you
and your team

Reach the goals you set for yourself and your team with less
stress, less time and less effort than you ever thought possible!

Some of what you'll learn:

- Identify hidden barriers hindering goal achievement
- Simplify your prioritizing and scheduling methods
- Break complex goals into smaller, more user-friendly tasks
- Discover the 10 elements of effective, achievable goals
- Overcome procrastination tendencies in yourself and others

ENROLL TODAY!



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YES!

Please register me today for the one-day **Strategic
Goal-Setting** seminar. Group discounts available.

SEMINAR

Seminar City: _____

1

Seminar Date: _____ City Event #: | | | | |

YOUR
ORGANIZA-
TION

Organization: _____

2

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name: Mr. _____
 Ms. _____

Job Title: _____

Email Address: _____ Business Home

Quick Confirmation Please email or fax my confirmation to me within 48 hours.

WHO
WILL BE
ATTENDING

Mr. _____
 Ms. _____

3

Job Title: _____ Business Home

Email Address: _____ Business Home

Mr. _____
 Ms. _____

Job Title: _____

Email Address: _____ Business Home

Please list additional names on a separate sheet.

METHOD
OF
PAYMENT

4 **Important: Send your payment now. Tuition is due before the workshop.** Please make checks payable to CareerTrack and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax)

Please check one of the following:

1. Registration fee enclosed. Check # _____ Amount \$ _____

2. Our Purchase Order is attached. P.O. # _____

3. Bill my organization. Attention: _____

4. Charge to: AmEx Discover MC Visa Exp. Date: _____

Acct. #: _____

Card Holder's Name: _____

Tax-Exempt #: _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM — Strategic Goal-Setting