



## Seminar Description:

### “Goal Setting: Learn how to set goals and seize your life”



## Training Requirements:

This specific seminar will concentrate on personal development and will provide practical techniques on how to set and achieve personal goals, increase productivity and sustain a positive attitude. In addition, the goal setting seminar will assist participants to accomplish bottom line results whether personal or professional. To achieve these objectives this seminar will focus on:

- Setting goals to improve performance
- Prioritizing your priorities so that you can effectively plan your day and time
- The power of visualization
- Setting SMART-ER goals on paper
- Learning why a Primary Goal is so vital in achieving all your other goals

## Training Objectives:

Upon completion of the seminar, participants will be able to:

- Learn how to set measurable goals (whether challenging or easy) and accomplish them
- Learn techniques on how to overcome procrastination
- Learn to identify your strong (pros) and weak (cons) characteristics and attributes
- Learn how to do more in less time
- Learn how to focus 80 percent of your time and energy on 20 percent of your task

## Means and Methods of Training:

- Lecture, demonstration, group work and practical applications



## Seminar Language:

- The seminar language can be conducted either in Greek or in English

### SEMINAR TIMETABLE

| <u>Learn how to set goals and seize your life</u> |        |                  |  |                 |
|---|--------|------------------|--|-----------------|
|   |        |                  |  |                 |
| Session times *                                   |        | Duration*        | Content Details<br>(Includes theoretical and practical applications)   | Instructor      |
| Start   | Finish | (hours, minutes) |  |                 |
| 09:00   | 09:45  | 0.45             | <b>Session 1</b><br><u>Set goals for maximum productivity</u><br>-What are goals?<br>-Learn how to set a time deadline<br>-Discover the habits of: <ol style="list-style-type: none"> <li>1. Precision</li> <li>2. Setting measurable goals</li> <li>3. Writing your goals on paper</li> </ol> | Michael Virardi |
| 09:45   | 11:00  | 1.15             | <b>Session 2</b><br><u>Prioritization</u><br>-What is a priority?<br>-Discover the 6P's formula<br>-Successful time-saving techniques: <ol style="list-style-type: none"> <li>a) the Vilfredo Pareto Principle: 80/20 rule</li> <li>b) the ABCDE method</li> </ol>                             | Michael Virardi |
| 11:00   | 11:15  | 0.15             | <b>BREAK</b>   |                 |



|       |       |      |   |                 |
|-------|-------|------|---|-----------------|
| 11:15 | 12:15 | 1.00 | <p><b>Session 3</b><br/> <b><u>Positive vs. negative thinking</u></b></p> <p><b><u>a) Positive thinking - what is it?</u></b><br/> - The Law of Attraction: <ul style="list-style-type: none"> <li>• What is it?</li> <li>• What does it do?</li> </ul> -The impact the (sub)conscious mind carries in the thinking and acting process</p> <p><b><u>b) Negative Thinking – what is it?</u></b><br/> -How to cope with negative thoughts<br/> -Comfort zone and its consequences<br/> -Formula E+R= O (Event+ Response= Outcome)</p> | Michael Virardi |
| 12:15 | 13:15 | 1.00 | <p><b>Session 4</b><br/> <b><u>Visualization</u></b></p> <p>-The power of visualization<br/> -The Law of the universe<br/> - Case study based on self-development</p>   | Michael Virardi |
| 13:15 | 14:15 | 1.00 | <b>LUNCH</b>  |                 |
| 14:15 | 15:15 | 1.00 | <p><b>Session 5</b><br/> <b><u>Return on energy: ROE</u></b></p> <p>-Why energy is essential<br/> -Effective stress-management tips<br/> -Good vs. Bad stress.<br/> -Techniques on how to eliminate procrastination<br/> -The role ROE plays in a person's productivity levels</p>  | Michael Virardi |
| 15:15 | 16:15 | 1.00 | <p><b>Session 6</b><br/> <b><u>Plan of attack</u></b></p> <p>Group Workshop: Discussion follows in groups and participants will be asked to design an exercise</p>  | Michael Virardi |
| 16:15 | 16:30 | 0.15 | <b>BREAK</b>  |                 |
| 16:30 | 17:30 | 1.00 | <p><b>Session 7</b></p> <p>Participants will be given the opportunity to ask questions. The seminar will end with a detailed summary and all participants will be asked to write plans for their 1,3,5,10 year goals.</p>   | Michael Virardi |

**Total time of instruction \*\*\***

**7:00**

To make a booking or get more information, please contact Christine S. Antoniou: (tel.) +357 25811511, (fax) +357 25375118, (e-mail) [christine@michaelvirardi.com](mailto:christine@michaelvirardi.com) (e-mail) [ask@michaelvirardi.com](mailto:ask@michaelvirardi.com).