

*In one powerful day, you'll learn how to accomplish your goals with ...*

# EFFECTIVE GOAL-SETTING & PLANNING SKILLS

**Become more productive, less stressed – and actually succeed in your goals!**

*A One-Day Seminar*

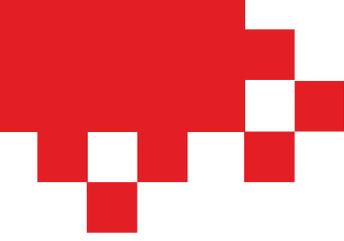
***Enroll now and discover ...***

- ✓ How to set challenging goals that make sense
- ✓ The importance of having a plan – and the techniques to create one
- ✓ How to evaluate goals to make sure you're on track and on target
- ✓ Key ways to balance multiple and sometimes conflicting goals
- ✓ How to gain support – and increase accountability

**Plus a Special Section on Group Goals and gaining 100% buy-in!**



Enroll online at  
[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com)  
or call 1-800-258-7246.



# Imagine the satisfaction of checking off all your completed goals, one by one!

When you succeed in completing your goals, you boost your self-confidence, your reputation, and your career. But if you're not making progress on them, they become a source of stress. They can become overwhelming, irrelevant, or just plain frustrating. You're not alone – we know exactly how you feel. We designed this one-day seminar to help you get on track with your goals!

## The secret to hitting your goals is the right planning!

**Effective Goal-Setting & Planning Skills** teaches you how to create goals that challenge you – and how break those goals up into manageable steps. How to realistically estimate time frames. How to make accountability work to your advantage by creating commitment and buy-in. And how to minimize distractions, balance competing obligations, and make sure you stay on track!

**The absolute first step to achieving your goals? Attending this powerful one-day seminar!**

The skills you learn in this training can be applied to all aspects of your life – and have a tremendous, positive impact! So what are you waiting for? Enroll now!

**85%**

of people fail to achieve their goals.

That number is huge!

But you can be in the top 15% of people who succeed – all it takes is discovering the secrets to effective goal setting and planning.

## You'll boost your effectiveness – guaranteed!

We're absolutely confident that the goal-setting and planning skills and techniques you learn in this training will have a powerful impact on your career. That's why we're offering you a complete money-back guarantee. If you're not 100 percent satisfied with the power of what you learn in this exciting one-day seminar, we'll refund your money IN FULL – every last cent.

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# Your Comprehensive Workshop Agenda

*Workshop Hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.*

## Setting Yourself Up for Success

- The SMART way to create goals
- The most common errors people make when creating a goal – and how to prevent them
- Divide and conquer – breaking a goal up into realistic sections
- Evaluating and establishing realistic deadlines

## Powerful Organizational Techniques

- Essential planning and organizing techniques
- Calendars, day planners, and personal productivity software – finding the tools that work for you
- Creating to-do lists that make sense – and work toward your goals
- The power of visual reminders

## Remove Obstacles and Eliminate Roadblocks

- The most common bad habits that affect productivity – and how to avoid them
- Creating commitment by goal sharing
- How to convince others your goals are important
- The power of “next-step” thinking
- 7 steps for ending procrastination

## Stay On Track and On Target

- Stress-reducing tips when it comes down to crunch time
- Using a mixture of short- and long-term goals to your advantage
- Taking advantage of peak productivity times
- The FAST track to priority management

## Special Section: Group Goals

- Creating buy-in for goals and objectives in a team environment
- Making everybody involved feel valued and part of the team
- Strategies for clear communication – so everyone is on the same page!
- Understanding personality types – and making them work for you
- Setting benchmarks and timelines for keeping everybody on track

## Bring This Seminar On-Site ...

Imagine how your company productivity would soar if everyone in your workplace used the **Effective Goal-Setting & Planning Skills** taught in this seminar! On-site training is one of the most cost-effective ways to facilitate your organization's learning and development goals – guaranteed.

To find out more, call **1-800-344-4613**, e-mail us at **onsite@ruceci.com**, or visit us on the Web at **www.NationalSeminarsTraining.com**.

**Group Discount: When 3 enroll, a 4th attends FREE!**

# 5 Ways Effective Goal-Setting and Planning Can Work for You!

***“Things I can take back and easily use at work tomorrow!”***

– T. Cummins-York

***“This was an AWESOME Day!”***

– R. Hamilton

***“I loved the interaction, the experiences shared, the knowledge gained, and the networking.”***

– P. Melton

After this one-day seminar, you'll be able to ...

1. Evaluate goals to make sure you're still on track
2. Adapt your goal when circumstances change
3. Eliminate time-wasters that distract you from your TRUE objectives
4. Discover how to balance competing goals and priorities
5. Convince others to believe in your goals – and help instead of hinder!

## Have you ever created a goal and ...

*(Check all that apply)*

- Just been overwhelmed ... and not even sure where to begin?
- Lost focus, direction, or motivation?
- Realized that for all your good intentions, you were running out of time?
- Became so focused on tiny issues, you lost track of your ultimate objectives?
- Had others interfere with your progress?
- Decided it was too hard ... and so you let it slide?
- Discovered too late that you just didn't have the resources you needed?

**If you said yes to any of these, then *Effective Goal-Setting & Planning Skills* is the workshop for you!**

***“Excellent! I got my priorities back in line with my goals.”***

– F. Armagost

***“This was the spark I needed!”***

– J. Winiatowski

***“This training will make my job a lot easier.”***

– S. Stroud

***“Thank you from the bottom of my heart.”***

– R. Miller

**Group Discount: When 3 enroll, a 4th attends FREE!**

# Enroll Today!

## Enrollment Fees:

- Purchase a STAR12 All-Access Training Pass and get FREE registration in *Effective Goal-Setting & Planning Skills* – **Only \$299**



## How to Enroll:



ONLINE

[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com) OR



CALL

1-800-258-7246

## Seminar Dates and Locations:

### Seminar Hours:

Check-in begins at 8:30 a.m.  
Seminar hours are 9 a.m. to 4 p.m.

### Registration Center Hours:

Our registration center is open weekdays from 7 a.m. to 7 p.m. CST. Online enrollment available 24/7.

### Cancellation Policy:

If you cannot attend, you may send a substitute or receive full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a \$10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, STAR12 cancellation rules apply – visit the Information Center at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com).

### CEUs:

Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

## The STAR12 All-Access Training Pass



### Unlimited Seminars for a Year!

Get unlimited access to live seminars, Web conferences, and online courses for a full year.

### Passholder Benefits

- Unlimited one- and two-day seminars
- Unlimited live Web conferences
- Archived audio and Web conferences
- Online Learning Center courses
- Stephen Covey Audio Series
- And more!

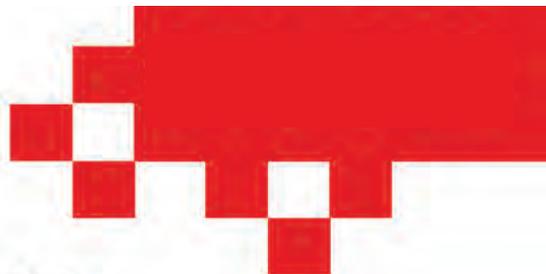
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*Ever heard, “If you fail to plan – you plan to fail!”? It’s true! That’s why we’ve created ...*



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**Time-Sensitive Material**

# EFFECTIVE GOAL-SETTING & PLANNING SKILLS

**This all-new one-day seminar teaches you how to create clear, specific, aggressive goals ... and map out step-by-step action plans to make sure you achieve them!**

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 This program is part of the STAR12 Complete Learning Center, where all members attend unlimited seminars for an entire year for one low all-access fee. Learn more about STAR12 at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com).