



Information

Be Better Be SMART

Reach your Goal with the SMART Method

Course Rationale

Often, we set goals (wishes) with the firm intention to achieve them. Sometimes we succeed, other times not. Something has blocked us.

Whether more success in business, fewer cigarettes or a better figure – these and similar goals are constantly heard from our fellow human being. Everyone has something they want to achieve and seems to try everything possible to be successful. However, most people do not know how to formulate a goal correctly at all. One of the main reasons for failure is the lack of a clear goal formulation. No wonder that so few people actually achieve their goals.

The aim of this course is to give participants a deep understanding of how important it is to formulate goals clearly with the SMART system in order to drastically increase the success rate. The individual SMART criteria are presented and explained. Further on, advanced goal setting criteria are introduced, which give the final touch to the goal formulation.

Course Content

- Introduction of the SMART method.
- What it means to be SMART.
- Presentation of advanced goal setting criteria.
- The exact formulation of goals.
- Psychological blunders that prevent success.

Expected Learning Outcomes

- An in-depth knowledge of how someone can clearly describe goals.
- A deep understanding of psychological behavior.
- A critical assessment of assumptions and limitations.
- Advanced knowledge in the formulation of own objectives.

Pre-Requisites: None besides good mood and the desire to improve.

Learning and Teaching Methods: This eTraining course is hold online.

Examination Modalities: The course will be evaluated by one individual online test after the training. You have to reach 80% of the score to get your certificate.

Now, it is up to you! Enjoy your training.

Your Office Productivity Guide Dipl.-Ing. Andreas Frank, MBA