



Goal Setting and Getting Things Done

SEHG-PD-7412 · Business · approx. 5 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Goal Setting is one of the most basic and essential skills someone can develop. We touch on goal characteristics, time management, and what to do when setbacks occur. This course will provide the knowledge and skills participants need to complete more tasks, and get things done. Our Goal Setting and Getting Things Done course will cover strategies to help participants deal with distractions and overcome procrastination. These skills will translate into increased satisfaction in professional and personal lives. Participants will learn the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Overcome procrastination
- Manage time effectively
- Accomplish important tasks
- Self-motivate
- Create SMART goals

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 5 instructional videos — 5 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Overcoming Procrastination (I)**
 - Eat That Frog!
 - Just Do It
 - The 15 Minute Rule
 - Chop It Up

- **Module 3 — Overcoming Procrastination (II)**

- Remove Distractions
- Start Small and Build
- Reward Yourself
- Set Realistic Deadlines

- **Module 4 — The Four P's of Goal Setting**

- They Need to Be Positive
- They Need to Be Personal
- They Need to Be Possible
- They Need to Be Prioritized

- **Module 5 — Improving Motivation**

- Remember Peak Moments
- Write Down Your Goals
- Use Gamification
- Track Your Progress

- **Module 6 — Wise Time Management**

- Urgent/Important Matrix
- The 80/20 Rule
- Utilize a Calendar
- Create a Ritual

- **Module 7 — Tips for Completing Tasks**

- One Minute Rule
- Five Minute Rule
- Break Up Large Tasks
- Utilize Technology

- **Module 8 — Increase Your Productivity**

- Repeat What Works
- Get Faster
- Remove “Should” from Your Dictionary
- Build on Your Successes

- **Module 9 — To Do” List Characteristics**

- Focus on the Important
- Chunk, Block, Tackle
- Make It a Habit
- Plan Ahead

- **Module 10 — Smart Goals**

- Specific
- Measurable
- Attainable
- Realistic
- Timely

- **Module 11 — Mistakes Will Happen**

- Accept It
- Bouncing Back
- Adapt and Learn
- Ask for Help

- **Module 12 — Assessment**

- **Module 13 — wrapping up**

- Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-PD-7412 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.