



### **Personal Plan of Action (PPOA)**

This program is geared towards laying the foundation for your Personal Development. The goal is to facilitate development in the following areas such as: Motivation, Time Management, and Success Planning. We aim to transform you into what we call, The Total Person – someone who can balance all the areas of their lives efficiently and effectively.



**Do you find it challenging to manage your time and priorities?  
Do you feel anxious at the very thought of this?  
Then this program is for you!**

### **Program Details**

- The program will consist of **7 sessions** (1.5 - 2 hours per session) over a **7-week period**.
- Each session will be interactive and engaging with each topic being integrated to fit your personal style and needs.
- Modules include:
  - Personal Success
  - Self-Awareness
  - Building Success Habits
  - Total Person Development
  - Effective Goal Planning

Course Outline:

Session	Title	Outline
1	Introduction	<ul style="list-style-type: none"> <li>• Success definition</li> <li>• Motivation</li> <li>• SMART Goals</li> <li>• The Success Ladder</li> <li>• Positive Conditioning</li> <li>• Characteristics of Successful People</li> <li>• High Pay Activities (Pareto Principle)</li> <li>• Distribute Plan of Action programs and planners</li> </ul>
2	Self-Awareness	<ul style="list-style-type: none"> <li>• Dreams list</li> <li>• Future Description</li> <li>• Your Personal Mission Statement</li> </ul>
3	Effective Planning	<ul style="list-style-type: none"> <li>• Daily, weekly and monthly planning</li> <li>• Morning routine</li> </ul>
4	Total Person Development	<ul style="list-style-type: none"> <li>• Wheel of Life Exercise</li> <li>• Examination of areas of life</li> <li>• Self-Evaluation</li> <li>• Questionnaires</li> <li>• Present Strengths</li> <li>• Opportunities for Growth</li> <li>• Personal Values</li> <li>• Personal Priorities</li> </ul>
5	Total Person Development (Con't.)	<ul style="list-style-type: none"> <li>• Examination of Areas of Life</li> <li>• Self-Evaluation Questionnaires</li> <li>• Present Strengths</li> <li>• Opportunities for Growth</li> <li>• Personal Value</li> <li>• Personal Priorities</li> </ul>
6	Effective Goal Planning	<ul style="list-style-type: none"> <li>• Final Draft of Personal Mission Statement</li> <li>• Master List of Personal Values</li> <li>• Goal Prioritization</li> <li>• Goal Planning Sheet</li> <li>• Review SMART Goals</li> </ul>
7	Finale	<ul style="list-style-type: none"> <li>• Client Presentation</li> <li>• Distribution of Certificates</li> </ul>

Rates - **ALL PRICES ARE IN TTD**

- Total Cost: **\$5,625.00**
- **Full payment is required upfront in order to start.**
- Upon receiving the full payment, clients will be assigned to the next available program.
- Rates for one-on-one sessions are available upon request.

**Are you ready to make an investment in YOU?**

