Overcoming Procrastination

Overview/Description
Procrastination is rampant in today's business world. Sure, it's easy to blame others for your inability to get things done—demanding bosses, or coworkers who interrupt you for help. But be honest, how often is it your own fault? Are you simply putting off doing what will still be in your in-box tomorrow? Do you make statements such as: “I don’t have time to do it,” “It makes sense to do the smaller tasks first to get them out of the way,” “Once I get more energy, I can really focus on this.”? If so, there’s a strong possibility that you have fallen into the “Procrastination Trap.” Pushing important tasks and projects off until later can cause emotional anguish and keep you from accomplishing professional and personal goals. This workshop will provide you with techniques and strategies to overcome procrastination in your work and personal life.

Target Audience
Anyone interested in everyday tips about how to avoid procrastination

Expected Duration
45-60 minutes

Workshop Objectives
At the end of this workshop, you will be able to:

Identify what procrastination really is
  › Describe the difference between procrastination and prioritization

Describe the reasons people tend to procrastinate
  › Identify when lack of commitment plays a part
  › Describe how fear can cause procrastination
  › Identify when something is considered a low priority
  › Describe the importance of having enough information
  › Identify times when you’re just not interested in doing something

Describe how to assign priorities effectively
  › Identify criteria you can use to effectively prioritize tasks