

SAY NO TO PROCRASTINATION

TIME	TOPICS	TIME	TOPICS
0900 - 1000	Basic understanding about procrastination Why do we procrastinate in real life? Brainstorming / discussion / activity	1400 - 1500	Define your future actions / stay ahead Avoiding chronic procrastination Brainstorming / discussion / activity
1000 - 1100	The impact of procrastination on my success Reasons & causes of being procrastinator. Brainstorming / discussion / activity	1500 - 1600	Improve your productivity & performance Learn more skills at work with professionalism Brainstorming / discussion / activity
1100 - 1200	The procrastination action-line Recognising the procrastinating factors Brainstorming / discussion / activity	1600 - 1630	Keeping task list organized Building reliable connections Brainstorming / discussion / activity
1200 - 1300	Reward for immediate response Consequences of procrastination Brainstorming / discussion / activity	1630 - 1700	Brainstorming / questions & answers Conducting post test / final training evaluation Participants feedback / certificate distribution

COURSE OVERVIEW

Procrastination is a challenge we all have faced at one point or another. If humans, have been around, we have been struggling with delaying, avoiding, and procrastinating on issues that matter to us. During our more productive moments, when we temporarily figure out how to stop procrastinating, we feel satisfied and accomplished. This course is all about being productive by avoiding procrastination using modern tools and techniques. The purpose of this training is to break down the science behind why we procrastinate, share proven frameworks you can use to beat procrastination, and cover useful strategies that will make it easier to act. Participants will be able to become more productive in less time by being aware of the factors to avoid to not procrastinate.

COURSE BENEFITS

Participants are going to get following learning benefits by attending this training course.

- ▶ They will be able to understand the importance of work delegation.
- ▶ They will be able to do and complies more tasks in the future as compared to their current performance.
- ▶ They will focus on leadership things more rather than firefighting with run to failure approach or daily routine petty things.

WHO SHOULD ATTEND

This training program is specially designed for following professionals to attend and acquire new skills to grow in their career while working in any corporate office environment.

- ▶ Managers
- ▶ Supervisors
- ▶ Leader leaders
- ▶ Senior managers
- ▶ Management / departments heads
- ▶ Sales staff