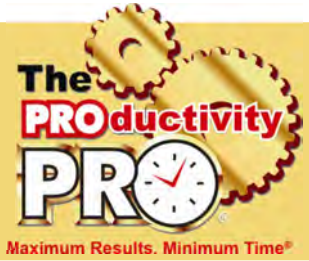


BECOMING SELF-DISCIPLINED & AVOIDING PROCRASTINATION

Make Yourself Do What You Should Do, Even When You Don't Want To



PROGRAM DESCRIPTION

Self-discipline refers to your ability to maintain consistent, productive behavior. Are you persistent in completing your high priority tasks, without getting sidelined by menial activities? Do you put your nose to the grindstone each day, or do you only work hard when you're in the mood? Sure, everyone has an "off day." But if you're self-disciplined, you exhibit consistent focus in your day-to-day work, even if you don't feel like it.

COURSE OBJECTIVES

» Understand the psychology of procrastination and uncover the issues behind your habits.	» Be proactive and do things in advance of the due date: learn to be an "early."
» Recognize why sometimes it's not procrastination at all: it could be energy, motivation, laziness, or ability.	» Control perfectionism, realizing that some things are "good enough."
» Discover what happens to you every day that keeps you from doing what you know you should be doing.	» Establish personal rules and policies to avoid the things you know distract you.
» Avoid the crisis you create by putting things off until the last minute; learn to estimate and plan realistically.	» Handle common tasks on a daily basis to keep them from piling up and becoming overwhelming.
» Uncover your common distractions and timewasters and create personal rules to avoid them.	» Arrive at appointments and meetings on time; learn how to plan backwards.
» Keep your co-workers from interrupting and derailing your plans.	» Gain scores of new ideas on how to control procrastination.

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