

Course Overview:

Procrastination is about leaving important tasks and instead focusing on low priority tasks. If unchecked, it can significantly affect productivity, motivation and general confidence. The problem with procrastination is that we all suffer from it to an extent.

Course Objective:

- How to actually overcome procrastination, by reprogramming yourself to take action
- How to install habits, so you have less and less procrastination in your life "automatically"
- The place to invest your attention and energy to get the highest possible return
- Why it's important to understand willpower and how it works - so you can continually increase your productivity

Course Outline:

- What is Procrastination?
- Goal Setting
- Self-Tracking
- Boosting Self-Esteem
- Motivation
- Increase Productivity
- Addressing Fears and Justifications
- Anticipatory Techniques

Who Should Attend:

Everyone who wants to get rid of procrastination and procrastination habits

Training Language:

Eng/Ar

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation