27 Steps to Overcome Procrastination in Your Workday

Tuesday December 30, 2014

Why You Should Attend

"You cannot escape the responsibility of tomorrow by evading it today." - Abraham Lincoln

Do you struggle to begin a project? Do you find yourself easily distracted by other tasks that steer you off course from what you really need to accomplish?

Attend this entertaining webcast for 27 practical tips to help you beat procrastination and stay focused on the task at hand. Taught by Jeff Davidson, the Work-Balance Expert® who has inspired legal professionals across the country, this **CLE offers proven techniques to help you overcome procrastination** so you can start new projects on time, complete what you start, and do it with mastery!

What You Will Learn

Topics include:

- getting started: a universal human dilemna
- focusing your sharp attention
- resisting the multitasking trap
- 27 tips to break your procrastination habit

Who Should Attend

This program from ALI CLE will benefit lawyers and other professionals who want to learn how to conquer procrastination throughout their workday.

Faculty

Jeff Davidson, the *Work Life Balance Expert,* ® combines outstanding content with humor, flair, and inspiration to help participants manage information and communication overload. Jeff teaches professionals how to master their to-do lists, manage interruptions, and take action. He is frequently quoted or featured in newspapers such as the *New York Times* and *The Washington Post* and on many talk shows. Jeff has written many award-winning books, designed mobile apps, and appeared in videos and at executive training seminars. His ground-breaking book, *Breathing Space*, reveals how to avoid racing the clock and gain more control over each day and his Amazon Kindle #1 best-selling book, *Simpler Living*, is the definitive work on simpler living. Jeff is former national chair of the Public Relations Committee of the Institute of Management Consultants and for five years running has won the U.S. Small Business Administration's state "Media Advocate of the Year." In 1995, Jeff launched the Breathing Space Institute. The Breathing Space Institute, located in Raleigh, is dedicated to helping both organizations and individuals, through a variety of learning tools, keynote speeches, and seminar presentations.

Program Schedule

All times eastern standard

2:00 p.m. *27 Steps to Overcome Procrastination in Your Workday*

3:00 p.m. Adjournment

Email questions during the program to vquestions@ali-cle.org; questions will be answered via email within 2 business days.

- Total 60-minute hours of instruction: **1.0**; total 50-minute hours of instruction: **1.2**