

# Course : Overcoming procrastination

Practical course - 2d - 14h00 - Ref. TIC  
Price : 1610 CHF E.T.



Procrastination - the tendency to put off important things until tomorrow - can be a real handicap in both professional and personal life. At the end of this course, you'll know how to set and achieve your daily goals.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand procrastination and how it fits into your life
- ✓ Use your own motivational levers to overcome your procrastination reflex
- ✓ Organize your day optimally, taking into account your own pace and the constraints of the business
- ✓ Improve efficiency in daily tasks
- ✓ Plan and achieve your goals with ease

## Intended audience

All audiences.

## Prerequisites

No special knowledge required.

## Practical details

### Exercise

Each step includes specific practical exercises to be applied immediately, so that participants can see the results.

## Course schedule

### PARTICIPANTS

All audiences.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Managing your goals

- How and why use a global approach?
- Determining and planning objectives.
- A seven-step method for setting and achieving pre-set goals.
- The 10/90 and 80/20 rules.
- Take control of the sequence of events.
- Understanding and using the A.B.C.D.E. method.
- Consequences of doing or not doing.

### Exercise

List of objectives, planning, search for 10 or 20% priorities, evaluation, allocation of scores (ABCDE).

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 2 How to overcome procrastination?

- What is procrastination?
- Know your key results areas.
- Use the law of forced efficiency.
- Identify major constraints.
- Apply the theory of the barrel of oil.
- Make the most of your special talents.
- Become a lifelong student.

### Exercise

List your key result areas, looking for the most important objective in your current professional life.

## 3 Accomplish more in less time

- Increase your personalized powers.
- Become your own "cheerleader" for self-motivation.
- Practice creative procrastination.
- Use the salami and Gruyère technique.
- Identify and complete the most difficult tasks.
- The old adage "swallow the toad".

### Exercise

List procrastination areas, find minor activities, count wasted time, use the control tool.

## 4 Task management

- Once identified, how do you prioritize your tasks?
- The importance of good planning.
- The possibility of delegation.
- Stress management.
- Finding the right rhythm.
- Capitalize on your actions.

### Exercise

Setting up a task management system for a specific case.

## 5 The application

- Asking the right questions.
- Determine its "TOP5".
- Separate your professional, personal and social life.
- Programming for the short, medium and long term.
- What's in it for me?

### Exercise

Written and verbal commitment to objectives for the following week and month, and the means of achieving them.

## Dates and locations

### REMOTE CLASS

2026 : 4 June, 17 Sep.