



*Is procrastination holding you and your career back?*



# Overcoming Procrastination: Rid Your Practice of Last-minute-itis!

*with Ann Gomez*

**Thursday, November 7, 2019**

**Live webinar with chat includes 60 day replay\***

- 9:00 am – 10:30 am (Pacific)
- 10:00 am – 11:30 am (Mountain)
- 11:00 am – 12:30 pm (Central)
- 12:00 pm – 1:30 pm (Eastern)
- 1:00 pm – 2:30 pm (Atlantic)
- 1:30 pm – 3:00 pm (Newfoundland)

*\*This program features real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

## WHO SHOULD ATTEND

This webinar is designed for lawyers who want to reduce the negative consequences of procrastination on their client service, professional relationships, practice management, and overall health.

## ABOUT THE PROGRAM

Struggling with last-minute-itis? You're not alone! Procrastination can rear its inconvenient head for everyone, including successful lawyers. While putting things off may provide immediate relief, the long-term effects of procrastination can have a serious impact on your practice, reputation, relationships, financial situation, and overall health. Attend this highly practical webinar with law firm productivity consultant Ann Gomez and learn the subconscious reasons we procrastinate, and get practical strategies to manage this natural tendency. After just 90 minutes, you will:

- Identify your procrastination triggers
- Appreciate how the imposter syndrome and information overload contribute to procrastination
- Understand how flexible deadlines sabotage us and how to better manage commitments
- Learn how to leverage your team to help you better manage procrastination
- Embrace strategies to manage other people who may be procrastinating

This fast-paced, interactive presentation, grounded in leading research will help you define attainable steps, build your confidence, and make timelines work for you. Register today and gain renewed focus on your top priority work!

## SCHEDULE (Eastern)

**12:00 pm - 1:30 pm**

**Welcome and Introductory Remarks**

**Consequences of procrastination**

**Prevalence and triggers of procrastination**

**Managing short-term bias**

**Managing overwhelming tasks/imposter syndrome**

**Managing flexible deadlines and procrastination**

**Managing information overload/backlog and procrastination**

**Leveraging your team to manage procrastination**

**Managing team members who may procrastinate**

**Concluding Remarks**

**Program Wrap-up and Evaluation**

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## PRAISE FOR ANN GOMEZ

- “Great examples and discussion. Never a dull moment.”
- “Very well-organized presentation supported by strong data/research.”
- “Good, practical suggestions of tools and practices that can be used.”
- “Amazing session, very tactical and practical.”
- “Very applicable program to both our work and everyday lives.”
- “Lots of tips and lots of real life examples.”
- “Practical solutions that can be applied immediately.”



**ON:** This program contains 1.5 Professionalism hours.

**BC:** This program has been approved for 1.5 CPD hours.

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**NB:** This program has been approved for 1.5 CPD hours.

Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan.

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## MEET YOUR PRESENTER



**Ann Gomez** is the founding president of Clear Concept Inc., and the best-selling author of *The Email Warrior: How to clear your inbox and keep it that way*. She trains lawyers and other professionals to achieve their best through practical productivity and leadership programs. Recent law firm clients include DLA Piper, Osler, Hoskin & Harcourt, McCarthy Tétrault, Torys, Blake, Cassels & Graydon, Cassels Brock, Gowlings, McMillan, Lerner, and Borden Ladner Gervais. Ann is a frequent speaker for legal professional associations including the Practising Law Institute and the National Association of Law Placement. She is regularly consulted on productivity related topics by the media, including *The Globe & Mail*, CBC Radio, Global TV, BNN, and other major news outlets and online platforms. Prior to founding Clear Concept, Ann was a Management Consultant with A.T. Kearney and obtained an MBA from Queen's University, where she was the President of the MBA class. Ann also has a Bachelor's of Science degree from McMaster University.

### ✓ Yes, I want to attend **Overcoming Procrastination: Rid Your Practice of Last-minute-itis!**

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\* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 60 days.

#### REGISTRATION FEE:

On or before October 11, 2019: \$140.00 + \$18.20 (13%) HST\* = \$158.20 - **Save \$25.00!**

After October 11, 2019: \$165.00 + \$21.45 (13%) HST\* = \$186.45

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