



*Procrastinating
again?
Kick the habit!*



Overcoming Procrastination: How to Kick the Habit

with Irwin Karp

Thursday, December 16, 2021

**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 program will benefit lawyers and other legal professionals who want to learn how to conquer procrastination throughout their workday.

ABOUT THE PROGRAM

Do you struggle to begin a project? Do you find yourself easily distracted by other tasks that steer you away from what you really need to accomplish? Are you always rushing to be somewhere or get something done? Stop procrastinating - now! Delaying work can be a form of self-sabotage, decreasing productivity and resulting in costly and embarrassing errors. This convenient, 90-minute webinar with leading legal productivity expert Irwin Karp will help you kick the procrastination habit with proven techniques to complete your work with more control and less crisis management. By the end of the program you will:

- recognize your individual style of procrastination and know what to do about it
- have self-management techniques to get started on projects sooner rather than later
- know how to break down a project or task so it doesn't appear so overwhelming
- understand how to focus on what you really need to accomplish

Register today and learn how to start new projects on time, finish what you start, and do it with mastery!

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome & Introduction

Procrastination in the Rules of Professional Conduct

Causes of procrastination

Downside of procrastination

Different styles of procrastination

Some time management techniques

Tips for overcoming procrastination

Developing a personal action plan

Program Wrap-up & Evaluation

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PRAISE FOR IRWIN KARP

- “Simple understandable answers to everyday problems.”
- “Great, practical, real-life examples and tips. I would highly recommend it.”
- “I recommend this class and instructor for everyone as mandatory training.”
- “Excellent and informative presentation. The materials have proven invaluable.”
- “Excellent presenter – right blend of sense of humour and presentation of material.”
- “Entirely relevant to my job and the realities of the job.”



BC: This program has been approved for 1.5 CPD hours of professional responsibility and ethics, client care & relations, and/or practice management.

ON: This program contains 1.5 Professionalism hours.

SK: This program has been approved for 1.5 CPD hours, all of which qualifies as ethics.

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.

Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

MEET YOUR PRESENTER



Irwin Karp is a leading legal time management expert. A practicing lawyer for over 30 years (including 17 years as the managing partner of a small environmental law firm) he understands the challenges of effective time management and competing priorities.

Seventeen years ago he started Productive Time, providing productivity and time management consulting to bar associations, law firms, and in-house legal departments. Since then, he has helped thousands of lawyers across Canada and the US to be more productive.

Irwin is a member of the State Bar of California, and previously served as Special Advisor to the Executive Committee of the Law Practice Management & Technology Section of the California Bar. He is a graduate of George Washington University Law School. He lives and works in Sacramento, California.

✓ **Yes, I want to attend Overcoming Procrastination: How to Kick the Habit**

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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 November 26, 2021: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!

After November 26, 2021: \$165.00 + \$21.45 (13%) HST* = \$186.45

*With ON HST. Please adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 15% in NS, NB, PEI & NL.

Register online: <http://seminarpartners.ca/register-for-courses/>

Register by mail, fax or phone: Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: jennifer@seminarpartners.ca. Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

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