

Get Organized & Stop Procrastinating

Participant Comments



Good presentation, short tips were very useful; Appreciate your sense of humor and your logical, organized thinking; You were so well organized, that we could learn lots in a short period of time; I enjoyed the presentation, I feel inspired to start, this may have been the push I needed; Very knowledgeable instructor, good give and take of information; Pleasant presentation, good motivational methods; Liked the enthusiasm and expertise of the lecturer; 95% of the ideas/information presented, I can utilize; I really enjoyed the program; Obviously bright and enthusiastic speaker with much knowledge; Excellent presentation and level of suggestions; The session gave me the motivation to begin a little at a time; Easygoing, rapid fire style; I liked the way you dealt with questions from the group and your rapport with everyone was really nice; I enjoyed your positive energy; It was refreshing to reflect on some of the obvious wisdoms—it also highlighted some weaknesses which I have resolved myself to work on; Informative, a great steady pace, excellent delivery; Excellent dynamic course; You have a wealth of knowledge; Very interesting and inspirational; Desk organization, how to stop procrastinating; Procrastination and the seven minute phone call rule; Motivation and goal setting; Realizing that I must analyze each problem, need to take more time for myself; Plan ahead, and handle each piece of paper only once; You have helped me begin to change the way I view accomplishing a task; Specific to-do's and the psychological aspects regarding organization and procrastination; Do three things, look for patterns, delegate, have individuals that perform tasks write instructions; The 10 steps of why we procrastinate (the test) and what to do about it; Many useful tips on keeping organized and listening to other people's organizational problems was also helpful because I could relate; Realizing the "fear factor" as one of the main reasons for my patterns of procrastination; New skills to organize my time and understanding better, why I procrastinate; To plan before doing anything!; How to deal with interruptions; prioritizing, documentation and logging; Doing things "one piece at a time" rather than trying to do it all at once; It isn't that difficult to alter my way of becoming more efficient and how not to procrastinate; Practical everyday tips that can be applied without cost and fuss; Ways to change unproductive patterns; Comments about getting started to attack problem; "To begin" and how to use and get the most mileage from a calendar; Information on how to break down projects; Don't just prioritize, understand what needs to be done; How to train co-workers, telephone contacts, bosses in order to control interruptions; How to clarify "things" to throw out in the circular file; How and why to start with the most difficult tasks; To simplify not complicate; Date everything; To divide a large project into minute details, and divide and conquer; Avoiding perfectionism and procrastination.

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