

## How to get everything done?

- Date and time:

Zoom link:

### Important points:

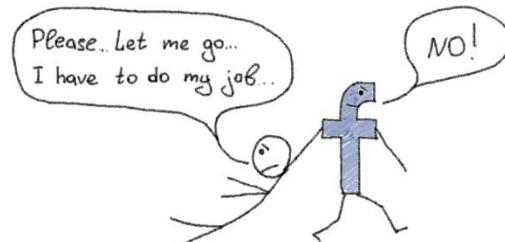
We're going to have practical tasks and exercises during our workshop thus:

1. Make sure you are fully available for the workshop and don't have any meeting in parallel,
2. Connect using a computer (not a smartphone). We will use Google Docs for practical exercises and a smartphone is not very convenient for this,
3. Spend some time in advance to familiarize yourself with the Google Slides template we are going to use during our workshop:  
[https://docs.google.com/presentation/d/1s5o3vzn\\_bY5C5xXJJqqUYsRTgZWpEoSfTg5ntmJkTk/edit#slide=id.p](https://docs.google.com/presentation/d/1s5o3vzn_bY5C5xXJJqqUYsRTgZWpEoSfTg5ntmJkTk/edit#slide=id.p)
  - a. Create a copy of a "sticky note",
  - b. Rename a "sticky note",
  - c. Move a "sticky note" from one part of a slide to another.

## Workshop concepts

To make the workshop easy and helpful, it has been designed to be:

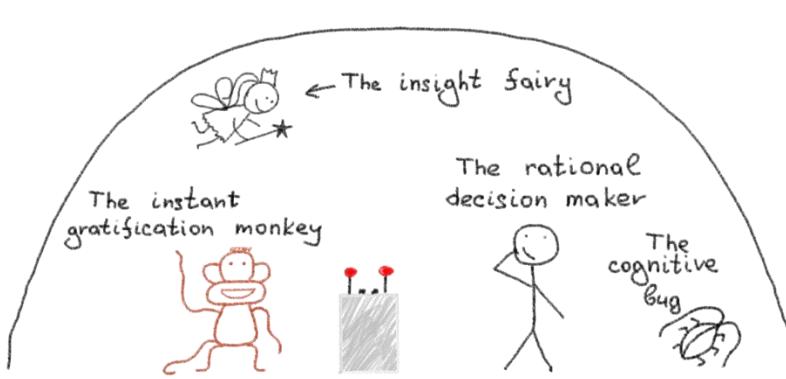
1. **Fun and simple.** Everything is explained using hand-drawn characters and humor (sometimes cynical).
2. **Practical.** More than 60% of workshop time is devoted to practice, exercises, and discussions. The main goal is not to teach students something new, but let them try and to decide for themselves what can work for them and what cannot.
3. **Applicable.** It has ready-to-use recipes based on Outlook and other productivity applications.



The workshop has built on the assumption that we are not as rational and mindful as we use to think. And if so, lot of well-known advice like "do important stuff before checking Facebook" or "do not procrastinate valued tasks until

the last day midnight" simply does not work and we need something different since there is a huge gap between "to know what to do" and "to do what is known."

Even though the workshop looks funny and entertaining, it has a solid theoretical background, and every practice and tip has justification from the point of view of modern behavioral science.



## What are we going to do?

Our main goal is to develop set of skills that might help you:

1. To balance communications, planning and actions, (instead of spending the first 80% of your workday to process messages and then trying to figure out how to do so much in such a short time),
2. To do long-term tasks on regular basis (instead of doing most of the work the night before the deadline),
3. To step closer to your own goal (instead of putting your personal life and your dreams for another day).

I'm not promising a miracle, but some small improvements are possible.

## About Maxim Dorofeev



The trainer and author of the workshop is Maxim Dorofeev who is well known in Russia.

Most of his career was concerned to management in IT and software development. At some point, Maxim has realized that personal efficiency (in the world attention deficit and of information surplus) become the necessary basis for everything else. It is nearly impossible to introduce new methodology and/or start process improvement initiatives when key professionals within the organization are overloaded and torn between meeting and e-mails (instead of doing a real job). After that, he started to use his experience and achievements of modern psychology (as well as Buddhist tradition) in order to help other people to accomplish more reasonable things and to start having a personal life.

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