



## WCU DEPARTMENTAL/TEAM MEETING STARTER #2

**Topic:** Avoiding Procrastination

**Objectives: Objectives:**

- Understand the impact that procrastination has on our productivity and thinking.
- Develop a simple strategy to ensure the “frogs” on our to-do lists are not left there too long.
- Build accountability so participants and teams can help each other tackle the tough and necessary tasks/projects, especial during the first 30 days of change.

**PURCHASE** Brian Tracy’s book (*optional*)

<http://store.simpletruths.com/eat-that-frog-with-free-dvd-p1456.aspx>

### INDIVIDUALLY

**STEP ONE:** **WATCH** the 1.28 minute “Eat that Frog” video.

<http://play.simpletruths.com/movie/eat-that-frog/>

**STEP TWO:** Reflect and answer the following questions:

What is your “frog(s)” on your individual to-do list and why do you avoid it/them? Negative impact of leaving those “frogs” on your list?

What impact would it have on you, your team/department, customers, family and/or friends if you consciously tackled your “frogs” daily?

What departmental/team “frogs” have been avoided?

### DEPARTMENTAL/TEAM MEETING

**STEP THREE:** Briefly establish behavior guidelines, expectations for participation, and timeline for each share so there is time for discussion (*especially if meeting guidelines presently are not in place*).

**STEP FOUR:** Briefly see if anyone from the group wants to share his/her individual “frog” with the group?

**STEP FIVE:** Discuss the following questions:

What is your departmental/team’s top “frog” and why is it avoided? Negative impact?

What impact would it have on you, your team/department, customers, family and/or friends if you consciously tackled that “frog”?

How can you hold each other accountable for getting necessary tasks/projects done?

**QUESTIONS?** Contact the WCU HR Office of Training and Org Development at [orgdev@wcupa.edu](mailto:orgdev@wcupa.edu).