

Stress Less, Achieve More

Ninja productivity for the information age

Format	6 hour workshop
Breakdown	<ul style="list-style-type: none">• 50% group training and discussion• 50% individual at-desk implementation and support
Participants	15 maximum
Results	82% of participants implement a new workflow system and feel more in control of their work
Key Benefits	<ul style="list-style-type: none">• Discover how to overcome information overload by managing attention, rather than time• Explore and implement the 4 key elements of the CORD productivity model to increase productivity and reduce stress



Overview

Overwhelmed with too much to do in too little time? Experience a constant feeling of information overload and distraction?

Most “time management” courses focus on trying to manage time; but time isn’t the fundamental problem – or the solution. Rather it’s about your choices, actions, energy, and most importantly, your attention.

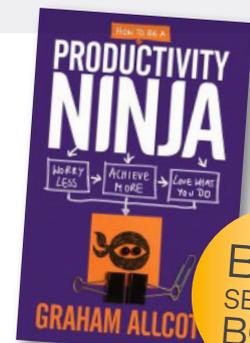
This workshop will give you the tips and tricks to implement a simple, fool proof system to organize and define your work.

We’ll show you how to deal with interruptions, paperwork, ideas and information – and how to sift it all for the important stuff, define actions, get organized and stay in control.

You’ll reduce stress by eliminating nagging feelings of doubt, guilt and overload panic, and replace them with a focused, playful, purposeful and productive momentum.

At-desk implementation

This is a practical workshop, which includes **at-desk implementation** with your Productivity Ninja to ensure real change happens during the workshop (rather than just talking about it)!



BEST SELLING BOOK

“
Don't just take our word for it...
It was well thought out, practical and the best use of my time I have had in a training session in years.
RONAN GILLEN, EBAY

”

Results

82% of participants implement our productivity model, and feel significantly more in control of their work.



Who should attend?

Anyone whose role involves independent decision-making and organizing information (as opposed to manual or automated jobs) – from the CEO and senior team right through to entry level roles. If you're responsible for juggling your own projects and priorities, this session is for you.

What you'll learn and discover

- ✓ Identify current productivity and wellbeing challenges – and why the two are interlinked.
- ✓ How the 9 Characteristics of the Productivity Ninja™ provide a framework for thinking and change.
- ✓ The secret to overcoming information overload, distraction and stress – by managing your attention, not time.
- ✓ Why knowledge workers need to address both 'boss mode' thinking and 'worker mode' doing – and why each happens best when separated!
- ✓ Productivity insights and tactics from author Graham Allcott and our team of international Productivity Ninjas.
- ✓ The 4 key habits of the CORD model to increase productivity and reduce stress:
 - Capture and Collect
 - Organize
 - Review
 - Do

What you'll do

- ✓ Practical exercises and activities in the training room to identify key issues, and create your personal framework for managing and prioritizing your actions, information and commitments.
- ✓ At-desk implementation, supported by your Productivity Ninja™ to put the learning into practice on the day.
- ✓ De-clutter your head and build your centralized 'second brain' workflow system to make it all easier – right there and then.
- ✓ Regroup, review and define your current commitments to create clarity and agility.
- ✓ Get in control of your actual workload, and leave with a workable system you can actually use, straight away.

Practical and technical requirements

We can use a variety of meeting room set-ups for this workshop and will help you determine the best option for your group. The workshop consists of group training and practical at-desk implementation.

Group training

This usually takes place in a meeting room during the morning and some of the afternoon.

- Requires a meeting room with tables, booked for the **entire day**

Practical at-desk implementation

This takes place mid-afternoon and the following options are available:

- Participants working from their regular desks/PCs, or
- Using laptops in the meeting room
- In an equipped computer suite, or
- A combination of any/all of the above

Technical requirements

- An internet connection for all participants
- Data projector/plasma with VGA cable for the trainer's slides



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