

Hello and welcome to

# How to be a Productivity Ninja™

Worry less, achieve more, love what you do



## Format and group size

- Seminar: 60 minutes to 1.5 hour workshop (with presentation, group discussion and individual action-planning).

## Who should attend?

Applicable to anyone whose role involves independent decision-making and organizing information, as opposed to manual or automated roles. This session is ideal for lunch and learn, conference sessions and away days, or as a taster for our more in-depth productivity workshops.

## Overview

49% of professionals indicate they are overwhelmed with the amount of information and potential distraction they face in their work. Information overload is a big problem. It's no longer enough to just focus on *time* management; it's time to think about how you manage your attention and focus, your projects and actions and your choices and habits. A Productivity Ninja™ is calm and prepared, but also skilled and ruthless in how he or she deals with the enemy that is information overload.

## What you'll learn

- The 9 characteristics of the Productivity Ninja™
- How to stop email and internet interruptions from sidetracking your whole day
- Beating procrastination
- How to replace demoralizing lists with a more productive personal productivity system
- Fighting distraction and interruption
- Staying focused, on task, and "in the zone"
- Replacing constant fire-fighting and confusion with a purposeful structure and plan
- Managing your energy, concentration and motivation in a sustainable way

## What you'll do

- Individual action planning and facilitated group discussion so that you leave the session with some practical tools to boost your productivity, reduce your stress-levels and ultimately make things happen in your work and life.

## Result

Reflection, inspiration, motivation and new ideas to try out, plus individual action plans to develop Ninja-level productivity skills.