

Hello and welcome to

Stress Less, Achieve More™

Ninja productivity for the information age



Format and group size

- Full day: 6 hour workshop (3 hours in the training room and then 3 hours of at-desk coaching in the office).
- **15 participants maximum***

Who should attend?

Applicable to 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.

Overview

We're all overwhelmed with "too much to do" in too little time and what's more, a constant sense of "information overload" permeates our thinking. Most "time management" courses focus on trying to manage time, but time isn't usually the problem (and indeed it can't be "managed"!). Rather, it's about choices, actions, attention and energy. This workshop will give you the tips and tricks to begin implementing a simple, fool proof system to organize and define your work. We'll show you how to deal with interruptions, email, paperwork, creative ideas, information and unmanaged commitments and how to define, organize and stay in control of the important actions. We'll show you how to reduce stress by eliminating those nagging feelings of doubt, guilt and "overload panic" and replace them with a playful, purposeful and productive momentum.

What you'll learn

- How to overcome "information overload" and stress by managing attention, not time
- The 4 key habits to increase productivity and reduce stress
- Analyze your current strengths and weaknesses
- Key productivity theories that work – all from leading productivity thinkers such as Graham Allcott (author of "How to be a Productivity Ninja"), David Allen, Steven Covey and Seth Godin
- Practical tools to manage and reduce interruptions
- The power of batch-processing and context-based thinking
- Use the 80-20 principle and the 2-minute rule to increase your productivity

What you'll do

- Practical exercises and activities during the session to create working frameworks to manage and prioritize your actions, information and commitments
- Get in control of your actual workload and develop a "second brain" to make it all easier
- At-desk coaching to de-clutter your desk, put the learning into practice and leave with a workable system you can actually use, straight away

Result

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

**We also offer regular public workshop dates for this session where you can book just a single participant "seat". In this public access format the at-desk coaching element is replaced with equivalent practical exercises, discussions and advice in the training room. Connect with us to find out about public workshops in your area.*