

How to be a Productivity Ninja!



Tips and tools for knowledge-work agility, ruthlessness and Zen-like calm

Length/Format

1.5 Hours (presentation, discussion and individual action-planning)

Overview

Information overload is a big problem. We're all overwhelmed with the amount of information and potential distraction we face in our work. It's no longer enough to just focus on your 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

- Bust those old fashioned time management myths
- Fundamental changes of mindset need for Ninja-style productivity
- How to stop email and the internet taking up your whole day
- Beating procrastination
- Replacing demoralising lists with a productive personal workflow system
- Fighting distraction and interruption
- Saying 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 some 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.

If you would like more information or would like
To book a session now, please contact us via:
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