

Hello & Welcome to:

How to be a Productivity Ninja™

A webinar to help you create effortless productivity habits



Format and group size

Webinar: 2 hours (including presentation, discussion and individual action-planning). **Suitable for smaller teams who may work remotely or in multiple locations, or up to 1000 participants simultaneously!**

Overview

Do you feel like there's too much to do? In not enough time? Do you feel overwhelmed by information overload and distracted by the constant interruptions? 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. In the heat of the battle to stay focussed and limit distractions, it's time to think like a Ninja! Utilising themes from Graham Allcott's best-selling book "How to be a Productivity Ninja", we present a 2 hour webinar to help you analyse and review your productivity habits – and plan those all-important improvement steps to relaxed control and playful productivity.

What you'll learn

- Bust those old fashioned time management myths
- Fundamental changes of mind-set 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
- 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

- Hear ideas and tips
- Take part in polls and chat
- Do some individual action-planning so that you leave the session with some practical changes 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.