

Hello and welcome to

# How to be a Productivity Ninja™

Worry less, achieve more, love what you do



## Format and group size

Seminar: 1.5 hour workshop (with presentation, group discussion and individual action-planning). **For an unlimited number of delegates – however many your training or event room will hold!**

## Who should attend?

Applicable to anyone whose role involves independent decision-making and organising 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

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

- The 9 characteristics of the Productivity Ninja™
- How to stop email and the internet taking up your whole day
- Beating procrastination
- How to replace demoralising 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 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.

## Result

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