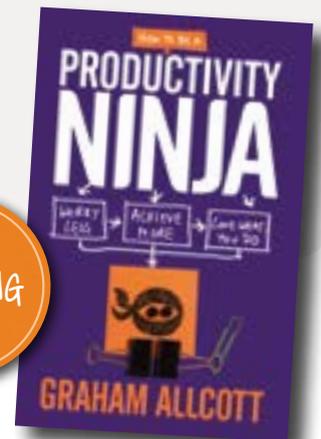


How to be a Productivity Ninja (Full Day)

Format	6 hours (+ lunch break)
Breakdown	<ul style="list-style-type: none">▶ 50% group training and discussion▶ 50% practical implementation and support
Participants	Up to 25
Results	82% of participants implement a new productivity system and report they feel more in control of their work
Key Benefits	<ul style="list-style-type: none">▶ Learn how to manage the tension between getting the good work done alongside the expectations, the quick wins, the emails and the interruptions▶ Learn how to overcome information overload by managing attention, rather than time▶ Learn and implement the 4 key elements of the CORD productivity model to increase productivity and reduce stress
Making it stick	<ul style="list-style-type: none">▶ A copy of Graham Allcott's book for every participant▶ Action-oriented materials on the day



BEST
SELLING
BOOK



Overview

Overwhelmed? Struggling with constant distractions, information overload and a rapidly changing business environment? Under pressure to juggle productivity and wellbeing? We're here to help.

Our approach turns traditional time management on its head. Time is not your most precious resource: your attention is. We help you manage attention and focus, projects and actions, as well as choices and habits.

At the end of this full-day, deep dive workshop, with practical on-the-day implementation you will have developed and implemented the systems and techniques set out in Graham Allcott's 'How to be a Productivity Ninja' book.

You'll reduce stress by eliminating those nagging feelings of doubt, guilt and overload panic, and replace them with a focused, playful, purposeful and productive momentum.

On-the-day implementation

This practical workshop, includes time with a 'Productivity Ninja'® coaching each person individually with their real work to ensure change happens on the day.

“

Don't just take our word for it ...

It was well thought out, practical and the best use of my time I have had in a training session in years.

RONAN GILLEN,
EBAY

”



Who should attend?

Anyone whose role involves independent decision-making and organizing information (as opposed to manual or automated jobs) – from CEO/C-suite to entry level roles. If you're responsible for juggling your own projects and priorities, this session is for you.

Practical requirements

All we need is a meeting room in your office. This workshop includes practical implementation which can be delivered in a number of ways. Our team at TPNA will walk you through this at the time booking.

What you'll do

- ▶ Get in control of your actual workload, and leave with a workable system you can use, straight away.
- ▶ On the day implementation, supported by your Productivity Ninja® to put the learning into practice on the day.

- ▶ De-clutter your head and build your centralized new 'second brain' system to make it all easier – right there and then.
- ▶ Step back, regroup, and get clarity and agility on your current commitments.

What you'll discover

- ▶ Identify your current productivity and wellbeing challenges – and why the two are interlinked.
- ▶ The secret to overcoming information overload, distraction and stress – by managing your attention, not time, and by developing a 'second brain' to manage projects and actions.
- ▶ Why making time of quality thinking is vital for success – and practical ideas to make it happen.
- ▶ Productivity insights and tactics from author Graham Allcott and our team of international Productivity Ninjas.

Results

82%

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



99%

of Participants say this workshop will make a positive difference to their productivity

95%

of participants would recommend this workshop



Making it stick

We're passionate about creating real change that lasts and truly embedding new habits. That's why every workshop participant gets a copy of Graham's book and practical handouts.

