

How to be a Productivity Ninja

Worry less, achieve more, love what you do

Format	60 or 90 minute seminar
Breakdown	An action-packed combination of presentation, group discussion and individual action planning
Participants	Unlimited - however many your training or event room will hold!
Results	Inspiration and individual action plans to help develop Productivity Ninja™ level skills
Key Benefits	<ul style="list-style-type: none">• Review your current habits, get inspiration and lots of new ideas - and have fun!• Use the 9 Characteristics of the Productivity Ninja™ to identify specific changes and tactics to improve your personal productivity and wellbeing



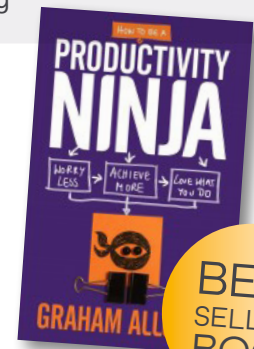
Overview

Many of us are overwhelmed, and struggle with the constant distractions we face in our work. Information overload is a big problem. Juggling productivity and wellbeing successfully is a challenge.

It's no longer enough to just focus on "time management": it's time to think about how you manage your attention and focus, your projects and actions, your choices and habits.

A Productivity Ninja™ is calm and prepared, but also skilled and ruthless in how they deal with the many enemies of productivity and wellbeing.

We'll share with you the **9 Characteristics of the Productivity Ninja™**, and help you identify specific ways you can implement them.



BEST SELLING BOOK



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

Genuinely the best training course I've been on - that's coming from a massive training-sceptic.

ANDY NAKONECZNYJ,
WATERAID



Results

Reflection, inspiration, motivation and lots of new ideas – plus individual action plans to develop Ninja-level productivity skills.



Who should attend?

Anyone whose role involves independent decision-making and organising information (as opposed to manual or automated jobs) – from the CEO and senior team right through to entry level roles.

If you're responsible for juggling your own projects and priorities, this session is for you.

This seminar is perfect for team away days, conference keynotes and ice-breakers, breakfast sessions and 'lunch and learn' events.

What you'll learn and discover

- ✓ **Zen-like Calm:** Why we feel overwhelmed, and what can be done about it.
- ✓ **Ruthlessness:** Working out what matters – then staying focused, on task, and in the zone.
- ✓ **Weapon-Savvy:** The best Ninja apps and tech, and how to stop email taking up your whole day!
- ✓ **Stealth and Camouflage:** Creating the right work environment by fighting distraction and interruption.
- ✓ **Unorthodoxy:** How the Productivity Ninja™ uses playfulness and gamification to challenge convention and ingrained bad habits.
- ✓ **Agility:** Effectively responding to the unpredictable, and how to replace demoralising and overwhelming lists with more productive personal workflow habits.
- ✓ **Mindfulness:** The importance of reflecting on how we are working, as well as the work we have to do.
- ✓ **Preparedness:** How to avoid constant firefighting, while making sure you can take on whatever comes your way, and are armed to do your best work.
- ✓ **Human not Superhero:** Nobody's perfect. It's OK to be Human. In fact we encourage it! We'll look at how to manage your energy, concentration and motivation in a sustainable way.

What you'll do

- ✓ Individual action planning and facilitated group discussion.
- ✓ You'll leave the session with practical tools to boost productivity, reduce your stress-levels and ultimately make things happen in your work and life.

Practical requirements

- This seminar works well in a wide range of training spaces and room layouts depending on your event and venue, including theatre-style with no tables.
- An unlimited number of participants can attend - however many your training or event room will hold.

Technical requirements

- A data projector/plasma with VGA cable for the trainer's slides.

We're flexible

Need a condensed version to fit with your conference agenda, or an extended Ninja workout for your team?

This seminar can be flexed to as short as 60 minutes or expanded to up to a 3 hour workshop if that better suits your event or group – talk to us if you'd like to explore these options.



Join the conversation...

in Think Productive – The Productivity Ninjas

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