

# How to be a Productivity Ninja® (full day)

Avoid Distraction, Get Your Best Work Done and  
Make Space For What Matters

<b>Format</b>	6 hour workshop + lunch break (live webinar or in-person)
<b>Breakdown</b>	<ul style="list-style-type: none"><li>▶ 50% group training and discussion</li><li>▶ 50% practical implementation and support</li></ul>
<b>Participants</b>	Up to 15
<b>Results</b>	82% of participants implement a new productivity system and report they feel more in control of their work
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Sustainable strategies to get more of your best work done in an age of information overload and rapid change</li><li>▶ Get in control of your actual workload by building a trusted 'second brain' system right there on the day</li><li>▶ Manage multiple projects, priorities and responsibilities with more clarity and less reactivity.</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>



## Overview

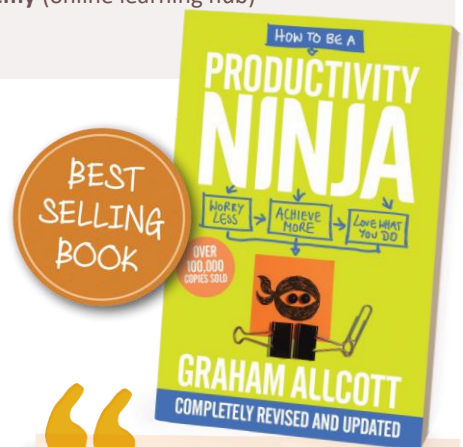
Overwhelmed? Struggling with constant distractions, information overload and a rapidly changing business environment? Under pressure to juggle productivity and wellbeing? We're here to help.

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 ...**

"The best workshop I have ever been to."

PHARMA MEDICAL SAFETY DIRECTOR  
gsk



## Who should attend

Anyone responsible for juggling their own projects and priorities – from CEO/C-suite to entry level roles.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover and do

- ▶ 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.
- ▶ You'll de-clutter your head, step back, regroup and gain clarity and agility on your current commitments.
- ▶ You'll get in control of your actual workload by building a workable 'second brain' system right there on the day, supported by your Productivity Ninja®.

## Results

82%

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



99%

of participants say our workshops will make a positive difference to their productivity



94%

of participants would recommend this session



**We'll help you reclaim 2.5 hours a day from DISTRACTION.**

**For a team of 15, that's 1065 days a year transferred to high value work for your business.**

## Blended Learning to "Make it Stick"

We're passionate about creating real change that lasts, and truly embedding new habits. That's why every workshop participant gets:

- ▶ An eCopy of Graham's book
- ▶ Action-oriented handouts/downloads
- ▶ Exclusive access to The Productivity Ninja® Academy, with eCourses, tutorials and a workshop booster pack.  
<https://academy.thinkproductive.com>
- ▶ Optional Follow-on Virtual Ninja Clinic (extra cost)

YOUR PEOPLE WILL **SHINE**. YOUR ORGANIZATION WILL THRIVE!  
**CALL US TODAY!**

