

# The Productivity Ninja's Guide to Working From Home

Being agile, balanced and focussed from your kitchen table.



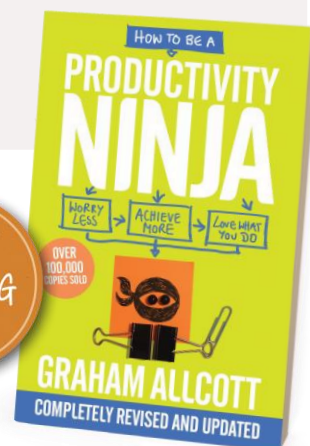
<b>Format</b>	90-minute Interactive Live Virtual Webinar
<b>Participants</b>	Up to 100
<b>Results</b>	Inspiration, ideas and tools to develop Productivity Ninja® skills for home-based working
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Productivity boosting ideas from the simplest techniques to the fanciest new apps</li><li>▶ Identify specific changes and tactics to improve personal productivity and wellbeing</li><li>▶ Practical approaches to tools, technology and reducing distractions</li><li>▶ Mindset shifts to help manage work/life balance, isolation and collaboration</li></ul>
<b>Making it Stick</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented Takeaway Goodies (optional)</li><li>▶ Workshop Booster Pack (online)</li><li>▶ Exclusive Access to The Productivity Ninja Academy</li></ul>

## Overview

Do you need to start working from home (WFH)? Are you struggling with the change of environment, the loss of routines and new ways of working? Need help to figure out how to make WFH actually work for you?

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 whilst WFH. We'll show you some of the common WFH pitfalls and how to avoid them, how to avoid the social isolation that home-workers experience, how to best set up your day to be filled with great productivity and how to 'switch off' at the end of the day when your office is in your house.

In this interactive webinar we will discuss a range of practical tips and techniques and deal with questions to help you maximise WFH productivity.



“

**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

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## Who should attend

Anyone working from home who is responsible for juggling their own projects and priorities.

Our live expert facilitation creates a safe space for your people to have real discussions that are impactful.

## We're flexible

This 90 minute webinar can be flexed to as short as 60 minutes or expanded to up to a 2.5 hour workshop if that better suits your team – we can explore these options together.

## Practical Requirements

- ▶ We host the live virtual webinar on Zoom, but it can also be delivered on your own video-conferencing platform as long as our trainer has access beforehand.
- ▶ Our team will walk you through everything else at the time booking

## Results

Ideas and tools to develop Productivity Ninja® skills for home-based working. Suggested apps to help manage distractions and better manage productive-working. Inspiration to encourage well-being and better work-life balance



**98%**

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

**Ideal way to support your  
team through disruption  
caused by COVID-19 virus.**



## Making 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
- ▶ Practical handouts or downloadable resources
- ▶ Exclusive access to The Productivity Ninja Academy, with eCourses, tutorials, curated content, a Forum and workshop booster pack.

<https://academy.thinkproductive.com>

