THINK productive

How to be a Productivity Ninja® (Full Day)

Avoid distraction, get your best done work and make space for what matters

Our approach turns traditional time management training on its head.

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

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 at-device 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.

A fully customisable session

We recommend:

In-person or online | 6hrs | 15 people

What you'll learn & do

During this hands-on session, your people will discover:

- How to get more of your best work done, even in an age of information overload and constant change
- A trusted 'second brain' system for managing your actual workload, built right there on the day

- How to juggle multiple projects, priorities and responsibilities with more clarity and less reactivity
- Where AI fits into your Productivity Ninja habits, from planning your day and managing meetings to overcoming resistance and staying focused

94% **of participants would recommend our workshops**

Who is this workshop for?

- You're a HR or L&D lead looking for a practical, high-impact session that gives your whole team a shared system for managing workload and focus
- You manage a team and want everyone working from the same habits and language around priorities, attention and deep work
- Your people are overwhelmed, reactive and struggling to do their best work amid constant meetings, emails and interruptions
- You're onboarding new starters and want to set them up with the right habits from day one

What this workshop offers

- **Learning by doing.** 50% group training, 50% at-desk implementation with individual support
- **A system built on the day.** Everyone leaves with a working second brain, not a to-do list of things to set up later
- **A format that fits.** One full day or two consecutive half days, in person or live online, for up to 15 people
- **AI as an ally.** Practical ways to use AI for planning, meetings and focus, without adding noise
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy
- **Built to stick.** Add an Impact Clinic 1 and 3 months later to keep new habits alive.

What you'll do

The day splits: half group training, half hands-on implementation, with your Productivity Ninja coaching you individually along the way.

You'll start by identifying what's actually driving your overwhelm, and why productivity and wellbeing are more tangled together than most time management advice admits. From there, you'll learn to manage attention instead of time, and build a "second brain" to hold your projects and actions instead of your head.

Then you'll apply it. With one-to-one support, you'll build your own system live, using your actual workload, not a template to adapt later. You'll also look at where AI fits in, from planning your day to managing meetings and staying focused when things get noisy.

82% of participants leave having implemented the model and feeling genuinely more in.

What happens when attention management works

When people learn to manage attention instead of just time, everything changes:

- Inboxes and to-do lists stop feeling like a source of guilt and overload
- Focus becomes something people protect, not something that just happens if the day allows it
- Multiple projects and priorities get handled with clarity, not constant reactivity
- Ideas turn into finished outcomes, instead of staying open tabs and half-started tasks

eBay

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

Ronan Gillen

Benefits & Results

The most immediate benefit is a working system: everyone leaves with their own "second brain" set up and running, not a set of ideas to implement later. But the deeper shift is in how people relate to their workload. Once they understand that attention, not time, is what's worth protecting, they make better decisions about their day without needing anyone to chase them.

And because every participant gets an eCopy of *How to be a Productivity Ninja* plus access to the Productivity Ninja® Academy, the change keeps building well after the session ends.

What your organisation gets

A team working from the same system, with a shared language for talking about workload, focus and priorities. That last part matters more than it sounds. Once everyone knows what "second brain" or "managing attention, not time" actually means in practice, conversations about capacity and priorities get easier, and the habits stick because everyone around you is building them too.

Uni of Bristol

"Very impressed.

Actually the most productive and enjoyable course I've ever been on."

Lisa Hutchinson

Why it matters

Teams don't struggle with productivity because they lack effort, they struggle because they're managing the wrong thing. Time is finite and unmanageable, but attention is the resource that actually determines what gets done.

- Information overload and constant interruptions leave people reactive instead of focused
- Without a trusted system, ideas and tasks get lost, half-started, or endlessly re-organised instead of finished
- Doubt, guilt and overload panic build quietly until burnout feels like the only outcome

"Definitely going to explore the world of the second brain! Really great introduction to something I'd never even heard about."

Alex Martin

Social for Good

Your workshop. Your way.

We recommend a **full day** workshop for a team of **15 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:

Formats

In-person | Online

Group size

Recommended: up to 15 | Large group: get in touch to discuss

Duration

Standard: 6 hours | Online: split across two days